



VILLAGE OF PALATINE
VILLAGE HALL - COUNCIL CHAMBERS
200 E. WOOD STREET
PALATINE, IL 60067-5339 – (847) 359-9050
<http://www.palatine.il.us>

VILLAGE COUNCIL & COMMITTEE OF THE WHOLE
JUNE 22, 2020

Village Hall - Council Chambers	Special Meeting	7:00 PM
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The June 22, 2020, Village Council & Committee of the Whole meetings will be held in the Village Council Chambers (at 200 E. Wood Street). The meeting will be broadcast live on Comcast Channel 6 and streamed live through the 'Agenda & Minutes' section of the Village website (www.palatine.il.us). The Council Chambers will be open for any member of the public that would like to provide comment or testimony regarding an agenda item at the meeting, while still adhering to the Governor's Executive Orders. If a member of the public cannot access the meeting through one of the above means, please contact the Village Manager's Office at (847) 359-9050 by no later than 3 PM on Monday, June 22 to be provided with a call in code.

I. ROLL CALL – Time: 7:04 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Present	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Absent	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Mike Kajawa, Director of Planning & Zoning Ben Vyverberg and IT Director Larry Schroth

II. PLEDGE TO THE FLAG – Time: 7:04 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

III. APPROVAL OF MINUTES – Time: 7:05 PM

1. Village Council & Committee of the Whole - Regular Meeting - June 15, 2020 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Tuesday, June 23: 12:30 PM - 5:30 PM

Blood Drive Hosted by State Representative Tom Morrison
Palatine Township

Friday, July 3: Village Offices Closed

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:05 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

VI. COMMITTEE OF THE WHOLE**A. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – TIME: 7:06 PM**

DOUG MYSLINSKI, CHAIRMAN

1. Consider an Ordinance Granting a Planned Development Amendment and a Resolution Granting a Preliminary & Final Plat of Subdivision to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road - **Motion Carried by Voice Vote** (Council District: Two)

Planning & Zoning Director Ben Vyverberg explained Subject Property, approximately 13,700 square feet, is a tax-divided lot with an accessory structure and driveway related to the property at 724 S. Plum Grove Road. The owners are requesting an amendment to the Old World Planned Development and a 1-lot subdivision for a new single-family residential home on W. Michigan Avenue, which conforms with the sub-area plan. The Plan Commission voted 9-0 to approve the request, subject to Staff conditions and Staff concurs.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

2. Consider an Ordinance Adopting and Approving the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment for the Community Development Block Grant Program - **Motion Carried by Voice Vote**

Planning & Zoning Director Ben Vyverberg explained that the federal government, through HUD, has allocated an additional \$303,119 in special Community Development Block Grant (CDBG) funds to the Village of Palatine, to respond to COVID-19-related needs. The Village must approve a Citizen Participation Plan Amendment to add certain public participation processes and waivers approved by HUD and must approve a 2019 Annual Action Plan Substantial Amendment to explain how it will use the CDBG-CV funds. HUD allowed a minimum 5-day comment period, instead of the typical 30 days. Any eligible funds are to be expended no later than the end of the CDBG 2021 program year (September 2022). Vyverberg noted the fund allocation:

- \$10,000 Administration
- \$218,119 Public Service--homeless overnight
- \$75,000 Economic Development--Small Business loan/grant to benefit low/moderate job retention

Staff recommends approval of an ordinance adopting the Village of Palatine's 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

3. As Submitted -

Nothing was submitted.

B. POLICE POLICY & CODE SERVICES COMMITTEE – TIME: 7:13 PM

GREG SOLBERG, CHAIRMAN

1. Sound Waiver Requests:

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

- A. Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for Thrive Vineyard Church at 845 E. Glencoe Street - **Approved by Voice Vote** (Council District: Five)

The motion was to approve Items A. and B.

Village Manager Reid Ottesen presented the requests for waivers of the sound amplification ordinance from now through September, 2020 from the First United Methodist Church, and Thrive Vineyard Church, to conduct occasional weekend worship services outdoors on their properties. Staff recommends approval, subject to compliance with the Governor's Executive Order.

Ottesen requested administrative approval for similar requests. Council concurred.

- B. Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for First United Methodist Church at 123 N. Plum Grove Road - **Approved** (Council District: Six)

2. Motion to Approve an Ordinance Amending Chapter 11 Licenses, Permits and Regulations and Chapter 12 Offenses and Miscellaneous Provisions of the Village's Code of Ordinances - **Motion Carried by Voice Vote**

Village Manager Reid Ottesen reported last year, the Illinois General Assembly adopted new legislation prohibiting the sale of tobacco products including alternative nicotine products such as e-cigs to anyone under 21, and prohibiting the purchase of tobacco products by anyone under 21. The Police Department and Administration recommend an ordinance prohibiting the possession of tobacco products and alternative nicotine products by anyone under 21 and updating the Village Code to reflect the State changes related to selling, buying, and defining alternative tobacco products. Violations would result in a local ordinance ticket. Staff recommends approval of the ordinance amending Chapters 11 and 12 of the Code of Ordinances.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

3. As Submitted -

Nothing was submitted.

C. BUSINESS FINANCE & BUDGET COMMITTEE – TIME: 7:17 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. Consider a Supplemental Resolution Appropriating \$162,445 of Motor Fuel Tax Funds for the Rehabilitation of Rohlwing Road - **Adopted by Voice Vote**

Village Manager Reid Ottesen reported that Rohlwing Road, from Palatine Road to Cunningham Drive, is scheduled to be rehabilitated in the 2020 Capital Plan. IDOT awarded \$753,029.34 from the REBUILD Illinois capital program. In order to reallocate and expend these funds, the State requires the Council to pass a supplemental resolution. Staff recommends that the resolution appropriating \$162,445 of Motor Fuel Tax funds for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Cunningham Drive, be approved. Ottesen confirmed that the savings will cover the cost of curb, gutter and sidewalk spot replacement and drainage improvement.

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

2. As Submitted -

Nothing was submitted.

D. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – TIME:

7:19 PM

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for the Design and Construction of a Water System Interconnection - **Approved by Voice Vote**

Village Manager Reid Ottesen explained that Palatine and Hoffman Estates conducted a Phase I engineering study, which identified a mutually beneficial

emergency water interconnection with Little City with an estimated total cost to each village of \$750,000. As a member of the Northwest Water Commission (NWC) an anticipated 50% of the Village's construction cost would be eligible for reimbursement from NWC. Hoffman Estates will act as the lead agency in the design engineering and Palatine will reimburse at 50%. Palatine will act as the lead agency in the construction and construction engineering with Hoffman Estates reimbursing for 50%. Staff recommends approval of the intergovernmental agreement.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

2. Consider an Ordinance Establishing the Required Number of Signatures for Nominating Petitions for the Office of Mayor, Clerk and Council Members in the Village of Palatine, Illinois to Only Apply During the Nominating Petition Season for the General Consolidated Election on April 6, 2021 Due to the Long Lasting and Ongoing Impacts of the Covid-19 Pandemic - **Motion Carried by Voice Vote** (Council District: Multiple)

Village Manager Reid Ottesen stated as a Council Manager form of government with the Council elected by district, in 2010 the Palatine adopted an Ordinance that specifically required a minimum of 125 petition signatures for district councilman and 750 signatures for the Mayor or Village Clerk. The current COVID-19 pandemic could impact the petition circulation process and affect the ability to get signatures. The proposed ordinance would supersede the 2010 ordinance for this one election cycle, requiring 60 signatures for Council districts and 360 signatures for the Mayor and Village Clerk. Staff recommends approval.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

3. As Submitted -

Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – TIME: 7:22 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

Nothing was submitted.

F. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – TIME: 7:22 PM

BRAD HELMS, CHAIRMAN

In the absence of Chairman Helms, Vice-Chairman Millar opened the Infrastructure & Environment Committee Meeting.

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:22 PM

Reconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

1. Consider an Ordinance Granting a Planned Development Amendment to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road - **Approved** (Council District: Two)

Ordinance #O-40-20

2. Consider a Resolution Granting a Preliminary & Final Plat of Subdivision to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road - **Approved** (Council District: Two)

Resolution #R-12-20

3. Consider an Ordinance Adopting and Approving the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment for the Community Development Block Grant Program - **Approved**

Ordinance #O-41-20

4. Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for Thrive Vineyard Church at 845 E. Glencoe Street - **Approved** (Council District: Five)
5. Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for First United Methodist Church at 123 N. Plum Grove Road - **Approved** (Council District: Six)
6. Motion to Approve an Ordinance Amending Chapter 11 Licenses, Permits and Regulations and Chapter 12 Offenses and Miscellaneous Provisions of the Village's Code of Ordinances - **Approved**

Ordinance #O-42-20

7. Consider a Supplemental Resolution Appropriating \$162,445 of Motor Fuel Tax Funds for the Rehabilitation of Rohlwing Road - **Adopted by Roll Call**

Resolution #R-13-20

8. Consider a Motion to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for the Design and Construction of a Water System Interconnection - **Approved**
9. Consider an Ordinance Establishing the Required Number of Signatures for Nominating Petitions for the Office of Mayor, Clerk and Council Members in the Village of Palatine, Illinois to Only Apply During the Nominating Petition Season for the General Consolidated Election on April 6, 2021 Due to the Long Lasting and Ongoing Impacts of the Covid-19 Pandemic - **Approved** (Council District: Multiple)

Ordinance #O-43-20

10. Consider an Ordinance Revising the 2020 Salary Ordinance to Reflect the Fully Ratified Collective Bargaining Agreement with the Fraternal Order of Police - **Approved**

Ordinance #O-44-20

11. Consider an Ordinance Granting a Minor Special Use and Variation to Allow a Shed at 5 E. Daniels Road - **Approved** (Council District: Six)

Ordinance #O-45-20

12. Consider an Ordinance Granting a Minor Special Use to Allow a Shed at 15 W. Washington Street - **Approved** (Council District: Six)

Ordinance #O-46-20

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – TIME:

7:23 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – TIME: 7:23 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – TIME: 7:23 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – TIME: 7:23 PM

TIM MILLAR, CHAIRMAN

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – TIME: 7:23 PM

BRAD HELMS, CHAIRMAN

In the absence of Chairman Helms, Vice-Chairman Millar opened the Infrastructure & Environment Committee Meeting.

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – TIME: 7:23 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS – Time: 7:23 PM**A. VILLAGE MANAGER – TIME: 7:23 PM**

1. As Submitted -

Village Manager Reid Ottesen reported that the Governor announced Phase 4 will begin Friday, among other openings, restaurants will be allowed open seating at 25% capacity inside with specific distances and guidelines while continuing outdoor dining through Labor Day.

Councilman Myslinski noted that swimming pools will be open for lessons and lap swim.

Ottesen reported no complaints regarding outdoor music, and just two regarding distancing.

Mayor Schwantz thanked staff for fielding the calls and concerns regarding the Governors' orders.

B. VILLAGE CLERK – TIME: 7:27 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – TIME: 7:27 PM

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 7:27 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 7:27 PM

No one came forward.

XIII.ADJOURNMENT – Time: 7:27 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Helms

SUBMITTED BY:

Margaret R. Duer
Village Clerk



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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

JUNE 15, 2020

Regular Meeting

7:00 PM

The June 15, 2020, Village Council & Committee of the Whole meeting will take place in the Village Council Chambers (located at 200 E. Wood Street). The meeting will also be broadcast live on Comcast Channel 6 and streamed live through the Village's 'Agenda & Minutes' section of our website (www.palatine.il.us). Village Hall will be open for any member of the public that would like to provide comment or testimony regarding an agenda item at the meeting, while still adhering to the Governor's Executive Orders. If a member of the public cannot access the meeting through one of the above means, please contact the Village Manager's Office at (847) 359-9050 by no later than 3 PM on Monday, June 15th to be provided with a call in code.

I. ROLL CALL – Time: 7:00 PM

Attendee Name	Title	Status	Arrived
Jim Schwantz	Mayor	Present	
Tim Millar	District 1 Councilman	Absent	
Scott Lamerand	District 2 Councilman	Present	
Doug Myslinski	District 3 Councilman	Present	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Present	
Brad Helms	District 6 Councilman	Present	

Also Present:

Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Mike Jacobs, Village Attorney Patrick Brankin, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, and Police Chief Dave Daigle

II. PLEDGE TO THE FLAG – Time: 7:00 PM

Mayor Schwantz invited everyone to stand and join him in the Pledge to the Flag.

Minutes Acceptance: Minutes of Jun 15, 2020 7:00 PM (APPROVAL OF MINUTES)

III. APPROVAL OF MINUTES – Time: 7:00 PM

1. Village Council & Committee of the Whole - Regular Meeting - June 8, 2020 - **Accepted**

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

IV. MAYOR'S REPORT – Time: 7:01 PM

1. As Submitted -

Mayor Schwantz announced upcoming events:

Village Hall hours are as follows: Monday-Friday: 8AM-4PM

Wednesday, June 17: 11:30AM - 1PM

Engage PACC! Workshop - Join Me and State Representative Tom Morrison
On Zoom!

Tuesday, June 23: 12:30PM - 5:30PM

Blood Drive Hosted by State Representative Tom Morrison
Palatine Township

Every Saturday 7AM - 1PM through October

Palatine Summer Farmers' Market

Palatine Train Station Parking Lot

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:01 PM

Recess to Committee of the Whole - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:02 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Mayor to Execute a License Agreement to Allow a Portion of a Deck and the Associated Stairs to Encroach Into a Portion of the W. Wilson Street Public Right-of-Way - **Approved by Voice Vote** (Council District: Two)

Planning & Zoning Director Ben Vyverberg presented the request of the owners of 528 W. Bridgeview Creek for a License Agreement to extend their deck and stairs into the Village right-of-way, maintaining the deck and stairs, as other units have done. Removal of the deck and stairs or failure to maintain, would terminate the License Agreement. Staff recommends approval, subject to review by the Village Attorney.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

2. Consider an Ordinance Granting a Special Use for an Accessory Piercing Store and a Unique Use (Tattoo Removal) at 7 N. Bothwell Street - **Motion Carried by Voice Vote** (Council District: Six)

Planning & Zoning Director Ben Vyverberg presented Bead World's request for their Special Use for piercing and tattoo removal be approved in their new location, 7 N. Bothwell Street. The ZBA unanimously recommends approval and Staff concurs.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

3. Consider an Ordinance Granting a Special Use for a Medical Office (Eye Clinic) at 1142 E. Dundee Road - **Motion Carried by Voice Vote** (Council District: Four)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a Special Use to permit a Medical Office Eye Clinic and optical boutique at 1142 E. Dundee Rd. Parking is over-parked by over 30 parking spaces. The ZBA unanimously recommends approval and Staff concurs.

Minutes Acceptance: Minutes of Jun 15, 2020 7:00 PM (APPROVAL OF MINUTES)

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

4. Consider an Ordinance Granting a Special Use to Permit an Automobile Service and Repair Business at 1930 N. Rand Road - **Motion Carried by Voice Vote** (Council District: Three)

Planning & Zoning Director Ben Vyverberg presented the petitioner's request for a Special Use to permit a Caliber Collision: Auto Body Repair and Paint Shop at 1930 N. Rand Road, zoned B-5 Highway Business District. Vyverberg noted the changes in elevation and configuration. Neighbors to the rear expressed concern regarding the maintenance of the fence area. The ZBA unanimously recommends approval. Staff recommends action at the discretion of the Village Council.

In response to Councilman Myslinski, Vyverberg stated that the auto repair and automotive operations in the area have not received any noise complaints.

In response to Councilman Helms, Vyverberg explained the elevations, the bays, and the traffic pattern.

Mitch Goltz, GW Properties, Chicago, stated no vehicles would be sold, business is predominately with insurance companies, and all repairs will take place inside the building with doors closed. Very little activity will take place behind the building. The rear will be bordered with landscaping and fencing. Customers and employees will be parking in front.

The building is air conditioned and ventilated so no doors will be open.

Bill Casey, representing GFS, stated that a corporate decision was to quietly market this location which concluded with this closure.

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

5. As Submitted -

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:20 PM*BRAD HELMS, CHAIRMAN***1. Cooper Drive Water Main Replacement Project:**

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

A. Consider a Motion to Award a Contract for the Cooper Drive Water Main Replacement Project - **Approved (Council District: Four)**

The motion was to approve items A. and B.

Public Works Director Matt Barry explained the need for water main replacement for Cooper Drive, from Clark Drive to Williams Drive (approximately 1,310 feet), and recommended awarding a contract to the low responsible bidder, Gerardi Sewer & Water Company of Addison, Illinois in the amount of \$301,850.

In conjunction with the Cooper Drive Water Main Replacement Project, Barry recommended authorizing the Village Manager to execute the proposal from Doland Engineering for Construction Engineering Services for the Cooper Drive Water Main Replacement Project in the not-to-exceed amount of \$24,160.

B. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Cooper Drive Water Main Replacement Project - **Approved (Council District: Four)****2. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Rand Road and Hale Street Extension Water Main Replacement Project - **Approved by Voice Vote****

Public Works Director Matt Barry explained that following the Village Council's approval on June 8, 2020 of the water main replacement projects at Rand Road and Diane Drive and at the Hale Street extension, staff recommends authorizing the Village Manager to execute the proposal from BLA, Incorporated for Construction Engineering Services for the Rand Road and Hale Street Extension Water Main Replacement Project in the not-to-exceed amount of \$45,000. Funds are available in the 2020 Capital Improvement Program water fund to accommodate the work on Rand Road, and available in the downtown TIF fund to accommodate the work on Hale Street.

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Kollin Kozlowski, District 5 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

3. As Submitted -

Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:

7:22 PM

SCOTT LAMERAND, CHAIRMAN

1. Discussion on Tobacco Products Possession Under 21 -

Village Manager Reid Ottesen reported that last year, the Illinois General Assembly adopted new legislation making it illegal for anyone to sell tobacco products to individuals under the age of 21, and prohibited anyone under the age of 21 from buying tobacco products, including alternative nicotine products (more commonly known as the e-cigs). As a result, it is necessary to update the Village Code of Ordinances to reflect the State changes related to selling, buying, and defining the alternative tobacco products. Additionally, Code amendments are necessary to align our Code on the Adult Use Cannabis Act with new state statutes.

The policy issue for the Village Council to consider comes from a loophole in the new Tobacco 21 statutes. While selling tobacco to anyone under 21 and purchasing tobacco by anyone under 21 are illegal, Police and the Administration recommend prohibiting by local ordinance the possession of tobacco and other alternative nicotine products by individuals under 21, with a very clear enforcement process. Violations would be a local ordinance ticket. Under our Home Rule Authority, the Village can prohibit possession under the age of 21. Staff recommends a discussion and policy direction for final ordinance with an effective date August 1, 2020, for consideration at an upcoming Council Meeting.

In response to Councilman Helms, Ottesen said paraphernalia will not be part of the ordinance.

Consensus was for staff to draft an ordinance updating Village Code on these issues.

2. As Submitted -

Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:25 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:26 PM*DOUG MYSLINSKI, CHAIRMAN*

1. As Submitted -

Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:26 PM*TIM MILLAR, CHAIRMAN*

In the absence of Chairman Millar, Vice Chairman Lamerand reported.

1. As Submitted -

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:26 PMReconvene the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

VIII. CONSENT AGENDA

All items are considered to be routine by the Village Council and will be enacted by one motion, with waiver of first reading. There will be no separate discussion of these items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

RESULT:	ADOPTED BY ROLL CALL [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Brad Helms, District 6 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozłowski, Helms
ABSENT:	Millar

1. Consider a Motion to Approve 2020 Warrant #12 - **Approved**
2. Consider a Motion Authorizing the Mayor to Execute a License Agreement to Allow a Portion of a Deck and the Associated Stairs to Encroach Into a Portion of the W. Wilson Street Public Right-of-Way - **Approved** (Council District: Two)
3. Consider an Ordinance Granting a Special Use for an Accessory Piercing Store and a Unique Use (Tattoo Removal) at 7 N. Bothwell Street - **Approved** (Council District: Six)

Ordinance #O-37-20
4. Consider an Ordinance Granting a Special Use for a Medical Office (Eye Clinic) at 1142 E. Dundee Road - **Approved** (Council District: Four)

Ordinance #O-38-20
5. Consider an Ordinance Granting a Special Use to Permit an Automobile Service and Repair Business at 1930 N. Rand Road - **Approved** (Council District: Three)

Ordinance #O-39-20
6. Consider a Motion to Award a Contract for the Cooper Drive Water Main Replacement Project - **Approved** (Council District: Four)
7. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Cooper Drive Water Main Replacement Project - **Approved** (Council District: Four)
8. Consider a Motion Authorizing the Village Manager to Execute a Proposal for Construction Engineering Services for the Rand Road and Hale Street Extension Water Main Replacement Project - **Approved**

Minutes Acceptance: Minutes of Jun 15, 2020 7:00 PM (APPROVAL OF MINUTES)

IX. REPORTS OF STANDING COMMITTEE**A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time:**

7:26 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:26 PM*KOLLIN KOZLOWSKI, CHAIRMAN*

1. As Submitted -

No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:26 PM*DOUG MYSLINSKI, CHAIRMAN*

1. As Submitted -

No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:27 PM*TIM MILLAR, CHAIRMAN*

In the absence of Chairman Millar, Vice Chairman Lamerand reported.

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:27 PM*BRAD HELMS, CHAIRMAN*

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:27 PM*GREG SOLBERG, CHAIRMAN*

1. As Submitted -

No Report

Minutes Acceptance: Minutes of Jun 15, 2020 7:00 PM (APPROVAL OF MINUTES)

X. REPORTS OF THE VILLAGE OFFICERS**A. VILLAGE MANAGER – Time: 7:27 PM**

1. As Submitted -

No Report

B. VILLAGE CLERK – Time: 7:27 PM

1. As Submitted -

No Report

C. VILLAGE ATTORNEY – Time: 7:27 PM

1. As Submitted -

No Report

XI. CLOSED SESSION AS REQUIRED – Time: 7:27 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE – Time: 7:27 PM

No one came forward.

XIII. ADJOURNMENT – Time: 7:27 PM

Adjourn the Village Council Meeting - **Motion Carried by Voice Vote**

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Lamerand, Myslinski, Solberg, Kozlowski, Helms
ABSENT:	Millar

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Jun 15, 2020 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Planned Development Amendment and a Resolution Granting a Preliminary & Final Plat of Subdivision to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road

BACKGROUND:

The Subject Property, approximately 13,700 square feet, is a tax-divided lot with an accessory structure and driveway related to the property at 724 S. Plum Grove Road. The Petitioners, owners of the subject lot and 724 S. Plum Grove Road, are requesting an amendment to the Old World Planned Development and a 1-lot subdivision for a new single-family residential home. The residence at 724 S. Plum Grove Road would remain. Therefore, the Petitioners are seeking approval of the following:

- 1. Planned Development Amendment to the Old World Planned Development to allow for the development of 1 new single-family home on W. Michigan Avenue; and**
- 2. Preliminary and Final Plat of Subdivision to permit a 1-lot single-family residential subdivision (1-lot fronting on W. Michigan Avenue).**

KEY ISSUES

- The Subject Property and the property at 724 S. Plum Grove Road received approval for a Planned Development for a 3-lot subdivision in 2006 (Ordinance #O-19-06). The rezoning and Plat of Subdivision were also approved at that time. Therefore, the property is zoned Planned Development. Although the Planned Development was approved and subsequently extended, the Plat of Subdivision was never recorded and the development was never implemented. Since the most recent extension in 2016, the development did not occur within the allowable 3-year timeframe for Planned Developments and the previous approval has expired.
- The Petitioners received approval for a new Planned Development in 2016, without changes to the original zoning approval (Ordinance #O-048-16).
- The Petitioners are now requesting a Planned Development Amendment and 1-lot subdivision in order to construct 1 new single-family residence. To do so, the lot must be subdivided. As many years have lapsed since the initial approval, the Petitioner has indicated that the previous 3-lot development is unfeasible and is now requesting the development of 1 lot along W. Michigan Avenue.
- The Subject Property has an existing lot depth of 98.7 feet instead of the required 110 feet. The proposed residence would have a rear yard setback of

approximately 34 feet instead of the required 40 feet. The proposed home is setback approximately 60 feet from the west and 15 feet from the east. The front yard setback complies with the minimum R-2 requirements at 30 feet.

- The Subject Property is within the Michigan Avenue/ Plum Grove Road Sub-Area Plan, which identifies that rear-yard setback reductions and lot depth reductions, may be appropriate for this area. The non-conforming lot depth would not be out of character for the neighborhood as other properties on this block of Michigan Avenue has similar lot depths.
- Additionally, the proposed lot mirrors the lot directly to its east and is comparable to the surrounding lots to the west and north.
- The future residence would connect to existing sanitary and water services in the Michigan Avenue right-of-way. A sidewalk shall be installed across the frontage, in conjunction with the development of the new lot. The property at 724 S. Plum Grove Road already has a sidewalk installed in the right-of-way.
- Four parkway trees are required along the Michigan Avenue frontage, in conjunction with the development of the development of the new lot.
- Cash-in-lieu of curb is required.

ALTERNATIVES:

1. Approve the Planned Development Amendment and Preliminary & Final Plat of Subdivision to permit a 1-lot Single-Family Residential Subdivision
2. Do Not Approve the Planned Development Amendment and Preliminary & Final Plat of Subdivision to permit a 1-lot Single-Family Residential Subdivision

RECOMMENDATION:

Public Hearing:	Plan Commission - June 16, 2020
Residents testifying:	1 - The resident directly across the street spoke in support of the proposed development and wanted to confirm the single-family zoning requirements.
Vote:	The Plan Commission voted 9-0 to approve the requested development subject to Staff's conditions and Staff concurs.

ACTION REQUIRED:

A motion to approve the Planned Development Amendment and Preliminary & Final Plat of Subdivision to Permit a 1-lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road.

ATTACHMENTS:

- Aerial Map - Vacant Lot North of 724 S. Plum Grove Road
- ORD PDA Old World
- EXHIBIT - Old World Subdivision Engineering Plans
- RES SUB Old World
- EXHIBIT - Old World Plat of Resubdivision
- Applications
- Previously approved Planned Development ORD - Old World Subdivision - #O-048-16 - 724 S. Plum Grove Rd
- 06-16-20 PC Minutes - Old World
- Public Notice Old World

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Jim Schwantz, Mayor
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

Vacant Lot North of 724 S. Plum Grove Road

6.A.1.a

VILLAGE OF
PALATINE



Attachment: Aerial Map - Vacant Lot North of 724 S. Plum Grove Road (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot

ORDINANCE NO. _____

**AN ORDINANCE GRANTING
PLANNED DEVELOPMENT AMENDMENT APPROVAL FOR
THE VACANT LOT NORTH OF 724 S. PLUM GROVE ROAD**

WHEREAS, upon petition of owners of said property, a hearing was held by the Village of Palatine Plan Commission on June 16, 2020 and in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, and said Plan Commission, having made its findings in a report to the Mayor and Village Council of the Village of Palatine regarding a request for a Planned Development Amendment to the Old World Planned Development to allow for the development of one new single-family home on W. Michigan Avenue, on the following legally described property:

THE WEST 138.36 FEET OF LOT 1 IN BLOCK 6 OF ARTHUR T. MCINTOSH AND COMPANY'S PALATINE ESTATES UNIT NO. 1, A SUBDIVISION OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 22 AND THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 2, 1926 AS DOCUMENT 9328053, IN COOK COUNTY, ILLINOIS.

commonly known as the Vacant Lot North of 724 S. Plum Grove Road.

PIN: # 02-22-410-015

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power:

SECTION 1: That the Planned Development Amendment to the Old World Planned Development to allow for the development of one new single-family home on W. Michigan Avenue, is hereby granted, subject to the following conditions:

1. The Planned Development Amendment and Subdivision shall substantially conform to the Plat of Subdivision of Old World Resubdivision, prepared by Murry and Moody, Ltd., dated 04/29/2020, and the Engineering Plans,

Attachment: ORD PDA Old World (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

prepared by Smith LaSalle, and dated 03/09/2020 and last revised on 06/08/2020, except as such plans may be changed to conform to Village Codes and Ordinances.

2. The Final Plat of Subdivision shall be submitted on Mylar with all required signatures.
3. Review fees shall be submitted in a manner acceptable to the Village Engineer.
4. All required public improvements shall be completed in conjunction with the development of the Subject Property.
5. Recording fees in the amount of \$300 shall be submitted.
7. Any future modifications to the existing home and property at 724 S. Plum Grove Road shall be subject to the bulk requirements of the Village's R-2 district.
8. Sidewalks shall be installed across the frontage of the subject lot, in conjunction with the development of the new lot.
9. Four (4) parkway trees shall be installed across the frontage of the subject lot, in conjunction with the development of the new lot.
10. Cash-in-lieu of curb shall be submitted in the amount of \$3,053, in conjunction with the development of the new lot.

SECTION 2: That the petition for Planned Development Amendment, a copy of the public notice, be attached hereto and form a part of this ordinance.

SECTION 3: This ordinance shall be in full force and effect upon passage and approval as provided by law.

PASSED: This _____ day of _____, 2020

AYES:_____ **NAYS:**_____ **ABSENT:**_____ **PASS:**_____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ day of _____, 2020

Village Clerk

Attachment: ORD PDA Old World (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

LEGEND

	TREE		600	CONTOUR LINE
	TRAFFIC SIGNAL			ROW LINE
	POST ON CONC. BASE			PROPERTY LINE
	RAILROAD CROSSING			CENTERLINE
	ELECTRICAL MANHOLE			UNDERGROUND ELECTRIC LINE
	GUY WIRE			UNDERGROUND GAS LINE
	UTILITY POLE			OVERHEAD ELECTRIC LINE
	LIGHT POLE			WOOD FENCE LINE
	STREET LIGHT			CHAIN LINK FENCE LINE
	SIGN			STORM SEWER
	GAS VALVE			COMBINED SEWER
	STORM MANHOLE			WATER
	CATCH BASIN			
	INLET			
	FIRE HYDRANT			
	VALVE AND VAULT			
	FLOW ARROW			
	OVERLAND FLOOD ROUTE			

	UTILITY POLE		UNDERGROUND ELECTRIC LINE
	LIGHT POLE		UNDERGROUND GAS LINE
	STREET LIGHT		OVERHEAD ELECTRIC LINE
	SIGN		WOOD FENCE LINE
	STORM MANHOLE		CHAIN LINK FENCE LINE
	CATCH BASIN		STORM SEWER
	INLET		WATER
	FLARED END SECTION		
	FIRE HYDRANT		
	VALVE AND VAULT		
	FLOW ARROW		
	OVERLAND FLOOD ROUTE		

SHEET NO.	SHEET I.D.	SHEET DESCRIPTION
1	G1	TITLE SHEET
2	EX1	EXISTING CONDITIONS AND DEMOLITION
3	SE1	SITE ENGINEERING PLANS
4	G2	GENERAL NOTES AND SPECIFICATIONS

LOCATION MAP

The map displays a grid of streets in the Northwest Suburbs. Major roads include W Illinois Ave, W Daniel's Rd, W Dorset Ave, and W Kimball Ave. The project location is marked with a black square on W Michigan St, between W Illinois Ave and W Dorset Ave. Surrounding landmarks include Kirk School, Pleasant Hill School, Cardinal Park, and Birchwood Pool. Other notable locations are Northrop Grumman Corporation, MBL Recycling, Inc., and various businesses like Donkey Inn, Ramen House Shincian, and Jimmy John's. The map also shows the location of the project relative to the city of Chicago and the surrounding suburbs.

BENCHMARK
VILLAGE OF PALATINE BM # 456
TOP NORTHWEST FLANGE BOLT ON FIRE HYDRANT
AT NORTHWEST CORNER OF PLUM GROVE ROAD
AND MICHIGAN AVENUE ELEV. = 744.9

CALL J.U.L.I.E. AT 1-800-892-0123

WITH THE FOLLOWING INFORMATION:

COUNTY COOK

CITY, TOWNSHIP FRANKLIN PARK

SEC. & 1/4 SEC. NO. NW. 1/4 SECTION 27, T40N, R12E

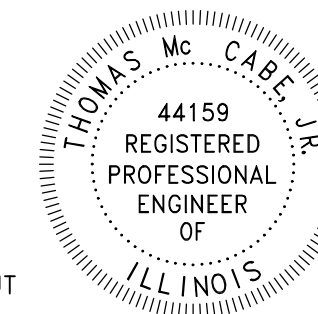
48 HOURS BEFORE YOU DIG.
EXCLUDING SAT., SUN. & HOLIDAYS

Ami Cade

CIVIL ENGINEER
THOMAS McCABE JR., P.E.

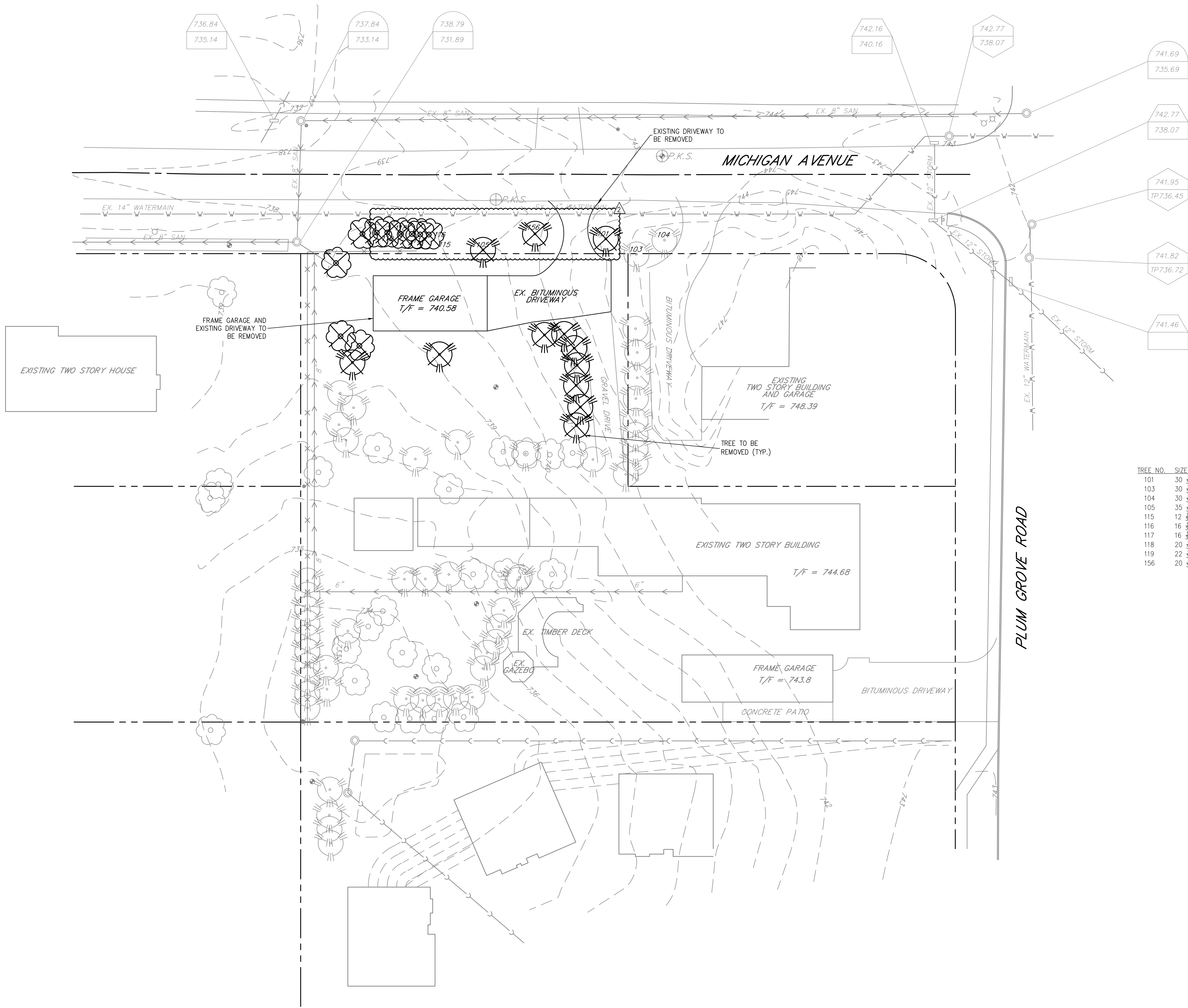
ILLINOIS REGISTRATION NO.: 062-44159
EXPIRATION DATE: 11/30/2021

THESE PLANS OR ANY PART THEREOF SHALL BE CONSIDERED VOID WITHOUT THE SIGNATURE , SEAL, AND EXPIRATION DATE OF SEAL OF THE ENGINEER

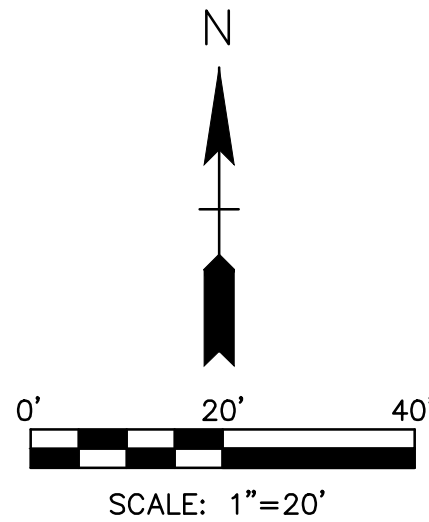


WORLD WORLD SUBDIVISION
 PALATINE, ILLINOIS
TITLE SHEET

SCALE:		NONE	
SHEET		1	OF 4
DWG. NO.		REV. NO.	
G1		2	



TREE NO.	SIZE	SPECIES	CONDITION
101	30 1/2"	PINE	POOR
103	30 1/2"	PINE	POOR
104	30 1/2"	PINE	POOR
105	35 1/2"	PINE	FAIR
115	12 1/2"	ELM	POOR
116	16 1/2"	ELM	POOR
117	16 1/2"	ELM	POOR
118	20 1/2"	ELM	POOR
119	22 1/2"	ELM	POOR
156	20 1/2"	JUNIPER	GOOD



6.A.1.c

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CONSULTING ENGINEERS
1002 Pacific Avenue • Franklin Park, Illinois 60139
Phone: 847-265-5265 Fax: 877-774-6965
www.smithlasalle.com

PER VILLAGE COMMENTS
4/23/20
2
ORIGINAL PLAN DATE
3/9/20
REV.
DESCRIPTION
REVISIONS

SEAL

SEAL

DWG. ISSUE:

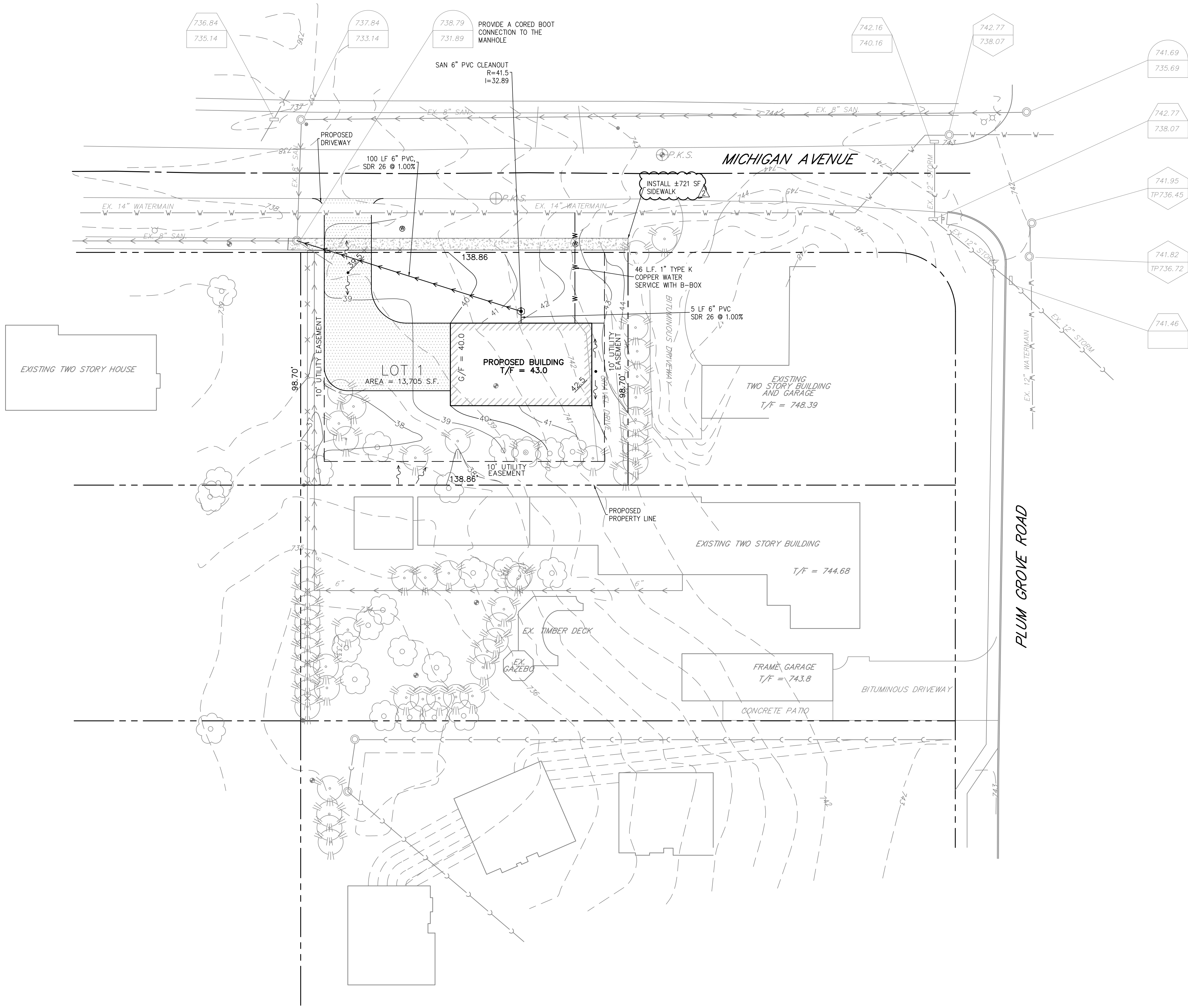
APPROVALS	DATE
ENGINEER TJM	2/26/20
DRAWN JDW	2/26/20
CHECKED TJM	2/26/20
APPROVED TJM	2/26/20
APPROVING AGENCY:	X
PERMIT APPROVAL	X

OLD WORLD SUBDIVISION
PALATINE, ILLINOIS
EXISTING CONDITIONS AND DEMOLITION PLAN

SCALE: 1"=20'
SHEET 2 OF 4
DWG. NO. EX1
REV. NO. 2

Attachment: EXHIBIT - Old World Subdivision Engineering Plans (2020-46) : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home

Packet Pg. 30



LEGEND

ASPHALT
2.0" SURFACE COURSE, CLASS 1
8" CA-6 STONE BASE

SIDEWALK
5.0" CONCRETE
4.0" CA-6 STONE BASE

SCALE: 1" = 20'

SCALE: 1" = 20'

SCALE: 1" = 20'

APPROVALS		DATE
ENGINEER	TJM	2/26/20
DRAWN	JDW	2/26/20
CHECKED	TJM	2/26/20
APPROVED	TJM	2/26/20
APPROVING AGENCY:	X	
PERMIT APPROVAL	X	X

OLD WORLD SUBDIVISION
PALATINE, ILLINOIS
SITE ENGINEERING PLAN

SE1 **2**

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6.A.1.C

Attachment: EXHIBIT - Old World Subdivision Engineering Plans (2020-48 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

RESOLUTION NO. _____

**A RESOLUTION GRANTING PRELIMINARY AND FINAL SUBDIVISION APPROVAL
AT THE VACANT LOT NORTH OF 724 S. PLUM GROVE ROAD**

WHEREAS, the Palatine Subdivision Ordinance provides qualifications governing final approval of a Subdivision Plat in Article IV FINAL PLAT; and

WHEREAS, the Vacant Lot North of 724 S. Plum Grove Road has complied with all the provisions of the Subdivision Ordinance, including a public review before the Plan Commission of the Village of Palatine at the June 16, 2020 meeting.

NOW THEREFORE, BE IT RESOLVED by the Mayor and the Village Council of the Village of Palatine, that the Mayor and the Village Clerk be and are hereby directed and authorized to execute a Preliminary and Final Plat of Subdivision for the Vacant Lot North of 724 S. Plum Grove Road pursuant to the Palatine Subdivision Ordinance Article IV, Sec. 4.01 (c) (2) (a) and subject to the following condition(s):

1. The Planned Development Amendment and Subdivision shall substantially conform to the Plat of Subdivision of Old World Resubdivision, prepared by Murry and Moody, Ltd., dated 04/29/2020, and the Engineering Plans, prepared by Smith LaSalle, and dated 03/09/2020 and last revised on 06/08/2020, except as such plans may be changed to conform to Village Codes and Ordinances.
2. The Final Plat of Subdivision shall be submitted on Mylar with all required signatures.
3. Review fees shall be submitted in a manner acceptable to the Village Engineer.
4. All required public improvements shall be completed in conjunction with the development of the Subject Property.
5. Recording fees in the amount of \$300 shall be submitted.
6. Any future modifications to the property at 724 S. Plum Grove Road shall be subject to the bulk requirements of the Village's R-2 district.
7. Sidewalks shall be installed across the frontage of the subject lot, in

Attachment: RES SUB Old World (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

conjunction with the development of the new lot.

8. Four (4) parkway trees shall be installed across the frontage of the subject lot, in conjunction with the development of the new lot.
9. Cash-in-lieu of curb shall be submitted in the amount of \$3,053, in conjunction with the development of the new lot.

DATED: This _____ day of _____, 2020

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ day of _____, 2020

Village Clerk

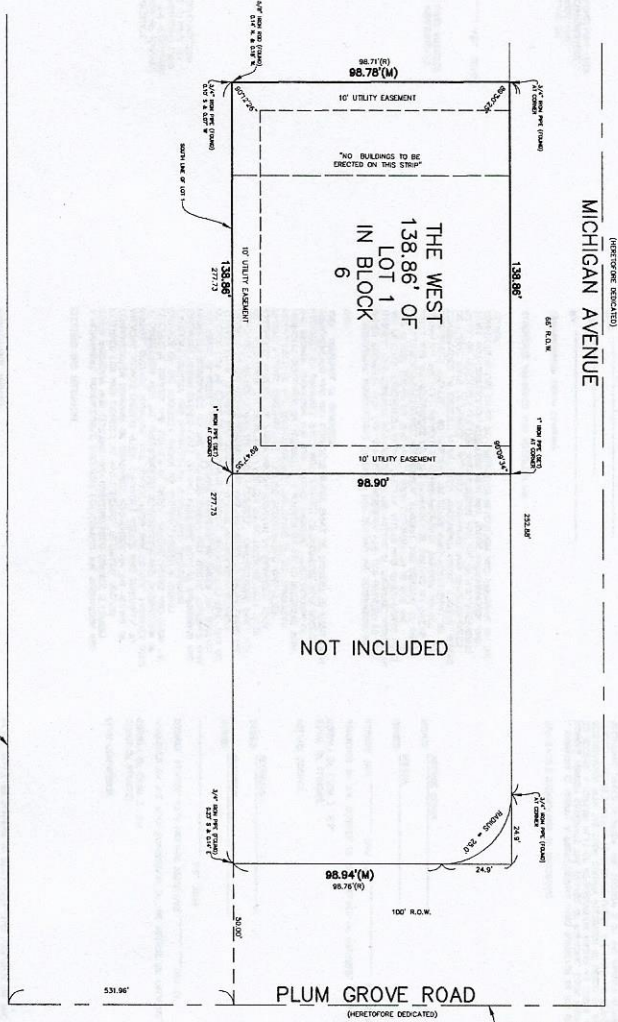


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933 S. State Street, Suite 101
Chicago, Illinois 60605
www.murryandmoody.com Phone: (847) 558-5580

OLD WORLD RESUBDIVISION

THE WEST 138.86 FEET OF LOT 1 IN BLOCK 6 IN ARTHUR I. MANTON AND COMPANY'S PALMINE ESTATES UNIT NO. 1, A SUBDIVISION OF THE SOUTHEAST QUARTER OF SECTION 22 AND THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 2, 1926, AS DOCUMENT 5238503, IN COOK COUNTY, ILLINOIS.

AREA = 13,735.882 S.F. / 0.313 ACRE

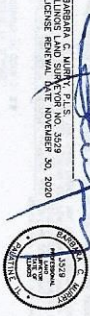


NOTE: 33 FT. RESTRICTION NO BUILDINGS TO BE ERRECTED ON THIS LOT. BUILDINGS ARE TO BE ERRECTED WITHIN THE 10' UTILITY EASEMENT. 1" FROM SIDES AT ALL LOT CORNERS UNLESS OTHERWISE INDICATED.

LEGEND AND NOTES

Dimensions shown here: 50.15 feet for each defined parcel boundary. Angles shown here: 90°00'00" indicate right angles, unless otherwise noted.
66.71(9) 66.76(M)
138.86' 277.73'
98.76' 98.94'(M)
277.73' 531.96'
10' UTILITY EASEMENT
15' UTILITY EASEMENT
NO BUILDINGS TO BE ERRECTED ON THIS LOT
MICHIGAN AVENUE
PLUM GROVE ROAD
100' R.O.W.
531.96'
NOT INCLUDED
138.86'
98.76'
98.94'(M)
277.73'
277.73'
531.96'

Project Number: 18-1191
Drawing Title: 2882-57-59
Revised April 24, 2020



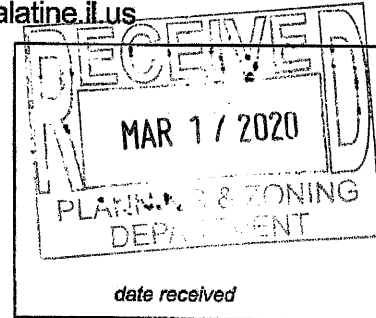
STATE OF ILLINOIS) S.S.
COUNTY OF COOK)
THIS IS TO CERTIFY THAT I, BARBARA C. MURRY, AN ILLINOIS PROFESSIONAL LAND SURVEYOR, HAS SURVEYED AND SUBDIVIDED THE FOLLOWING DESCRIBED LANDS:
THE WEST 138.86 FEET OF LOT 1 IN BLOCK 6 IN ARTHUR I. MANTON AND COMPANY'S PALMINE ESTATES UNIT NO. 1, A SUBDIVISION OF THE SOUTHWEST QUARTER OF SECTION 22 AND THE SOUTHWEST QUARTER OF SECTION 23, TOWNSHIP 36 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JULY 2, 1926, AS DOCUMENT 5238503, IN COOK COUNTY, ILLINOIS.
I FURTHER CERTIFY THAT THE PROPERTY SHOWN HEREON IS NOT IN THE FLOOD PLAIN, AS PER COMMUNITY PANEL NO. 17030301U EFFECTIVE DATE AUGUST 18, 2008.
I HAVE ALSO CERTIFY THAT ALL REGULATIONS ENACTED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF PALMINE COOK COUNTY, ILLINOIS RELATIVE TO THIS LAND CERTIFY THAT LAND INCURRED BY SAID SURVEY IS WITHIN THE CORPORAATE LIMITS OF THE VILLAGE OF PALMINE COOK COUNTY, ILLINOIS.
ALL DISTANCES ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF AS SHOWN BY THE ADJACENT PLAT WHICH IS A CORRECT REPRESENTATION OF THE SURVEY AND RECONSTRUCTION.
GIVEN UNDER MY HAND AND SEAL, AT PALMINE, ILLINOIS THIS 20TH DAY OF MAY, 2020.

VILLAGE OF PALATINE

FINAL PLAT OF SUBDIVISION

Department of Planning & Zoning
 200 E. Wood Street • Palatine, IL • 60067-5339
 Telephone: (847) 359-9047 • Fax (847) 963-6247
 www.palatine.il.us

Office Use Only	Project Planner <u>KR</u>	Zoning Case # <u>20-15</u>
	Filing Fee	Notification Deadline
	PC Public Hearing Date	Village Council Date



PLEASE TYPE OR PRINT IN INK:

- Name of Petitioner(s): George and Slawonira Swiderski
- Authorized Agent of Petitioner (if different):
 Name: _____
 Address: _____
 Telephone No. _____ Business No. _____
 Email: _____
 Relationship to Petitioner: _____
- Property Interest of Petitioner(s): Owner
 Owner, Lessee, Contract Purchaser, etc.

- Address of the property for which this application is being filed:

The subject lot is North of 724 S. Plum Grove Rd Palatine, IL 60067

- All existing land use(s) on the property are:

- Current zoning of property: PUD Size of the property: 138.86x98.70x98.65 (.32) acres

- Briefly describe the proposed Planned Development with regards to types of uses proposed, number and types of units, development mix, amenities to be provided, etc.:

My proposal is to change the current zoning from a Planned Unit Development to R 2 Zoning allowing for a one lot subdivision to have one single family detached home to be built on this parcel.



From: Grkovich, Dan Dan.Grkovich@cbexchange.com
Subject: Final Plat of Subdivision (Swiderski)
Date: March 15, 2020 at 9:55 PM
To: Ben Vyverberg bvyverberg@palatine.il.us

Ben,

Here is the answer to #5 regarding the Final Plat of Submission as follows:

5.) Potential use-Single Family Detached. Currently a garage is on the subject lot used for storage.

Any questions, feel free to call anytime. Thanks!!

All the best!

Dan Grkovich, Broker Associate
Coldwell Banker Residential
"Always Expect The Best"

E-fax: (781) 609-9246



RESIDENTIAL BROKERAGE

DanGrkovichHomes.com Your link to buying & selling Illinois homes. 

Oh by the way....I'm never too busy for any of your referrals.

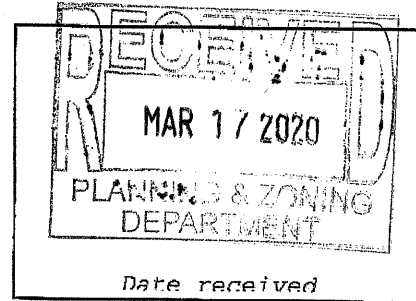
Attachment: Applications (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

VILLAGE OF PALATINE

REZONING

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247
www.palatine.il.us

Office Use Only	Project Planner <u>KR</u>	Zoning Case # <u>20-15</u>
	Filing Fee	Notification Deadline



PLEASE TYPE OR PRINT IN INK:

- Name of Petitioner(s): George and Slawonira Swiderski
- Authorized Agent of Petitioner (if different):
Name: _____
Address: _____
Telephone No. _____ Business No. _____
Relationship to Petitioner: _____
- Property Interest of Petitioner(s): Owner
Owner, Lessee, Contract Purchaser, etc.
- Address of the property for which this application is being filed:
Vacant Lot North of 724 S. Plum Grove Rd Palatine, IL 60067
- This petition is for: (check one)
☒ Rezoning of currently incorporated property (within Village limits)
☐ Rezoning of currently unincorporated property, in conjunction with annexation
- All existing land use(s) on the property are:
- The proposed use(s) on the property, if this petition is approved is (are):
- Current zoning of property: PUD Size of the Property: .31(1388.66x98.70x98.65) acres
- Proposed new zoning classification: R 2 with a Lot Depth Variation

Page 1 of 3

PETITIONER JUSTIFICATION:

The Petitioner is required to present specific evidence, not opinions, to justify the proposed rezoning. Please respond to the following questions, attaching a separate sheet if necessary:

10. Describe why the subject property cannot be reasonably developed in accordance with the existing zoning classification.

Several years ago this parcel was zoned as a Planned Unit Development comprised of three vacant lots called the Olde World Subdivision. My plans have recently changed and now we are requesting and petitioning the Village of Palatine to reclassify this parcel to a one lot subdivision with R 2 Zoning.

11. Is the proposed zoning classification similar to or harmonious with the existing zoning of surrounding properties? Explain.

With a R 2 zoning classification and approval for a lot depth variation this parcel will be harmonious with similar properties just east, north, and west of the subject property on Michigan Avenue.

12. Does the proposed zoning classification conflict with the Village's Comprehensive Plan? Explain.

No, my new proposal will be in conjunction with very similar properties and in alignment within the Village and Zoning Ordinances of Palatine for a one lot subdivision Zoned R 2 on Michigan Avenue in Palatine.

13. Will any of the uses permitted under the proposed zoning classification have an injurious effect on the value and/or the use and enjoyment of surrounding properties?

No, we are currently surrounded by single family detached homes with R 2 zoning on Michigan Avenue. Once, a new home is built on this parcel it should help with increased property values and more revenue for the Village.

From: Daniel Grkovich Dan.grkovich@cbexchange.com
Subject: Rezoning (Swiderski)
Date: March 15, 2020 at 9:33 PM
To: Ben Vyverberg bvyverberg@palatine.il.us



Dear Ben,

As discussed, questions 6 and 7 were not fillable items on the Rezoning application. Here are the following answers to questions 6 and 7:

6.) There is a garage on the vacant lot once used for storage.

7.) Residential-Single Family

Please, if you have any question regarding this application feel free to contact me anytime. Thanks!

All the best!

Dan Grkovich, Broker Associate
Coldwell Banker Residential
"Always Expect The Best"

E-fax: (781) 609-9246



RESIDENTIAL BROKERAGE

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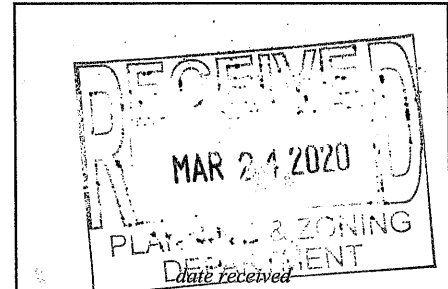
Attachment: Applications (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)

VILLAGE OF PALATINE

SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
200 E. Wood Street • Palatine, IL • 60067-5339
Telephone: (847) 359-9047 • Fax (847) 963-6247

Office Use Only	Project Planner <i>Kr</i>	Zoning Case # <i>20-15</i>
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date



Background Information	PETITIONER(S) George and Slawonira Swiderski		Business Name (if applicable)	
	Subject Property Address 724 S. Plum Grove Rd Palatine, IL 60067			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one) ☐ Special Use ☐ Special Use Amendment ☒ Variation			
	Existing Zoning District PDU	Existing Land Use Residential-Vacant	Proposed Land Use R2	
	Generally describe your request: Originally, my plans were for a 3-lot Subdivision called the Olde World Subdivision. However, with certain budget restraints I find it necessary to legally divide this lot, it will be necessary to request a 1-lot subdivision, rezoning to R-2 (single family residential and comparable zoning many surround lots in this nearby area) and a lot depth variation (per Section 6.06 (1) (c) of the of the Subdivision Ordinance, the proposed lot depth of 98.9 feet, does not meet the meet the minimum standard of 110 feet. My proposed, one lot subdivision is more appropriate and similar to several other existing subdivisions in the immediate area. For reference, I attached\ to this email, two immediately adjacent 2-lot and their approximate setbacks. I understand,			
	Sincerely, George and Slavonira Swiderski			

Attachment: Applications (2020-43 : Lot North of 724 S. Plum Grove Road - PDA & PFS for 1-lot Single-Family Home)



SPECIAL USE

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- ☐ Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location

Yes, when this parcel is improved there will be a sidewalk extension and street curbs added per the Village of Palatine when a new home is built on this parcel.

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

Yes, at all times! All village rules, building codes, inspections, and village ordinances will be strictly followed.

3. The use will not cause substantial injury to nearby property values

The highest and best use for this parcel is for a residential detached single family home that will reflect similar properties in the neighborhood. in my opinion, when this parcel is fully improved property values in the neighborhood will improve.

4. With respect to live entertainment uses, the use shall not:
- a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
 - b. Impose undue health, sanitation or safety burdens on the village
 - c. Create excessive demands on the Village of Palatine Police Department
 - d. Be of a nature otherwise prohibited by law or village ordinance
5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance



VARIATION

Required Materials

- ☐ Filing Fee of \$ _____
- ☐ Application Form
- ☐ Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- ☐ Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- ☐ Real Estate Interest Disclosure Form (see attached)
- ☐ Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)

Additional Materials (as required by the Village)

- ☐ Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- ☐ Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- ☐ Photographs (e.g. ground-level or aerials)
- ☐ Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.03 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Special Use only, you do not need to answer these items.***

1. That the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located

Currently this parcel is classified as a Planned Unit Development. The costs to develop this parcel

would exceed my budget and the rate of return would be very low compared to my risks. Going with a one lot subdivision with lot set back and depth variation which would be much more in line with similar nearby homes north, east, and west of subject property

3. That the variation, if granted, will not alter the essential character of the locality

If granted, this variation will definitely not alter the essential character of the neighborhood as there are similar properties surrounding this parcel. Please see attached for similar subdivisions nearby subject property.

4. In order to supplement the above standards, the Zoning Board of Appeals may also consider the following:
 - a. The particular surroundings, shape, or topographical conditions of the property
 - b. A unique hardship for the property not generally applicable to other properties in the same zoning district
 - c. The request is not based on a desire to make more money out of the property
 - d. The petitioner has not created the alleged hardship for the property
 - e. The request will not be detrimental to the public welfare or other properties in the neighborhood
 - f. The request will not impair the supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values

ORDINANCE NO. 0-48-16

**AN ORDINANCE GRANTING PRELIMINARY AND FINAL
PLANNED DEVELOPMENT APPROVAL
724 S. PLUM GROVE ROAD (OLD WORLD SUBDIVISION)**

Published in pamphlet form by authority of the
Mayor and Village Council of the Village of Palatine
on April 18, 2016

Attachment: Previously approved Planned Development ORD - Old World Subdivision - #O-048-16 - 724 S. Plum Grove Rd (2020-43 : Lot North

ORDINANCE NO. 0-48-16

**AN ORDINANCE GRANTING
PRELIMINARY AND FINAL PLANNED DEVELOPMENT APPROVAL
724 S. PLUM GROVE ROAD (OLD WORLD SUBDIVISION)**

WHEREAS, upon petition of owners of said property a public hearing was held by the Plan Commission of the Village of Palatine on April 5, 2016 and in accordance with the Zoning Ordinance of the Village of Palatine, in such case made and provided, and said Plan Commission, having made its findings in a report to the Mayor and Village Council of the Village of Palatine regarding a request for Preliminary and Final Planned Development to allow a 3-lot single-family residential development, on the following legally described property:

A Resubdivision of that part of the Northeast 1/4 of the Northwest 1/4 of Section 2, Township 42 North, Range 10, East of the Third Principal Meridian in Cook County, Illinois.

commonly known as 724 S. Plum Grove Road (PIN # 02-22-410-008; 015)

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power:

SECTION 1: That Preliminary and Final Planned Development to allow a 3-lot single-family residential development is hereby granted, subject to the following condition(s):

1. The Planned Development shall substantially conform to the site plan attached hereto as Exhibit 'A', the architectural plans attached hereto as Exhibit 'B', and the Engineering plans attached hereto as Exhibit 'C', except as such plans may be changed to conform to Village Codes and Ordinances and the following conditions:
2. The engineering plans shall be revised to coincide with the Plat of Subdivision, and show the proper location of the 10' utility easement.
3. Any building not constructed by the Petitioner shall receive approval from Village Council prior to the issuance of a building permit.
4. A \$50,000 letter of credit shall be submitted in a manner acceptable to the Village Engineer.
5. A letter of credit in the amount of \$110% of the cost estimate shall be submitted in a manner acceptable to the Village Engineer.
6. Review fees in the amount of 3.5% of the cost estimate shall be submitted.
7. Cash-in-lieu of detention shall be paid in an amount and a manner acceptable to the Village Engineer.
8. The new residences on Lots 1 and 2 shall conform to R-2 zoning requirements with regards to bulk and height restrictions, except for the additional restrictions included in condition number 14.
9. The sidewalk location shall be revised in a manner acceptable to the Village Engineer.
10. MWRD and NPDES permits shall be submitted.
11. The existing non-conforming home occupation at 724 S. Plum Grove Road (Lot 3) shall be permitted to remain in operation subject to the Village's non-conformity regulations stated in Section 9 of the Zoning Ordinance.
12. The existing structure at 724 S. Plum Grove Road (Lot 3) shall be permitted to remain following the demolition of a portion of the rear of the building. Any future modifications to the structure shall be subject to the bulk requirements of the Village's R-2 District.
13. The Final Plat of Subdivision shall substantially conform to the Plat of Subdivision attached hereto as Exhibit 'A' except as such plans may be changed to conform to Village Codes and Ordinances and the following conditions:

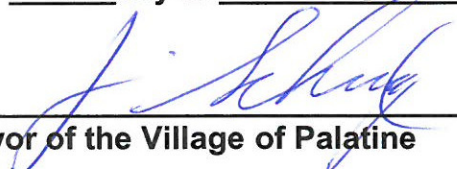
14. The Plat of Subdivision shall be revised as follows:
 - a. A minimum 75 foot front building line shall be provided for Lot 1.
 - b. A minimum 15 foot side building line shall be provided along a portion of the east side of Lot 1 in a manner acceptable to the Director of Planning & Zoning.
 - c. A minimum 15 foot side building line shall be provided along the west side of Lot 2.
15. A minimum 10 foot building line shall be established on the north side of Lot 1 (where it meets the southwest corner of Lot 2) in a manner acceptable to the Director of Planning & Zoning.
16. Standard Village of Palatine Easement Provisions shall be included.
17. PINs shall be added.
18. Recording fees shall be submitted in a manner acceptable to the Village Clerk.
19. A fully executed Subdivision Improvement Agreement shall be submitted in a manner acceptable to the Village Attorney.
20. The Final Plat of Subdivision shall be submitted on Mylar with all required signatures.

SECTION 2: This ordinance shall be in full force and effect upon passage and approval as provided by law.

PASSED: This 18 day of April, 2016

AYES: 5 **NAYS:** 0 **ABSENT:** 1 **PASS:** 0

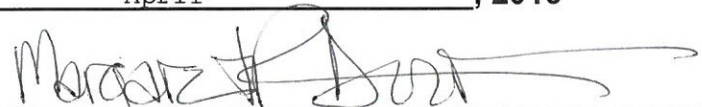
APPROVED by me this 18th day of April, 2016



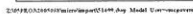
 Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

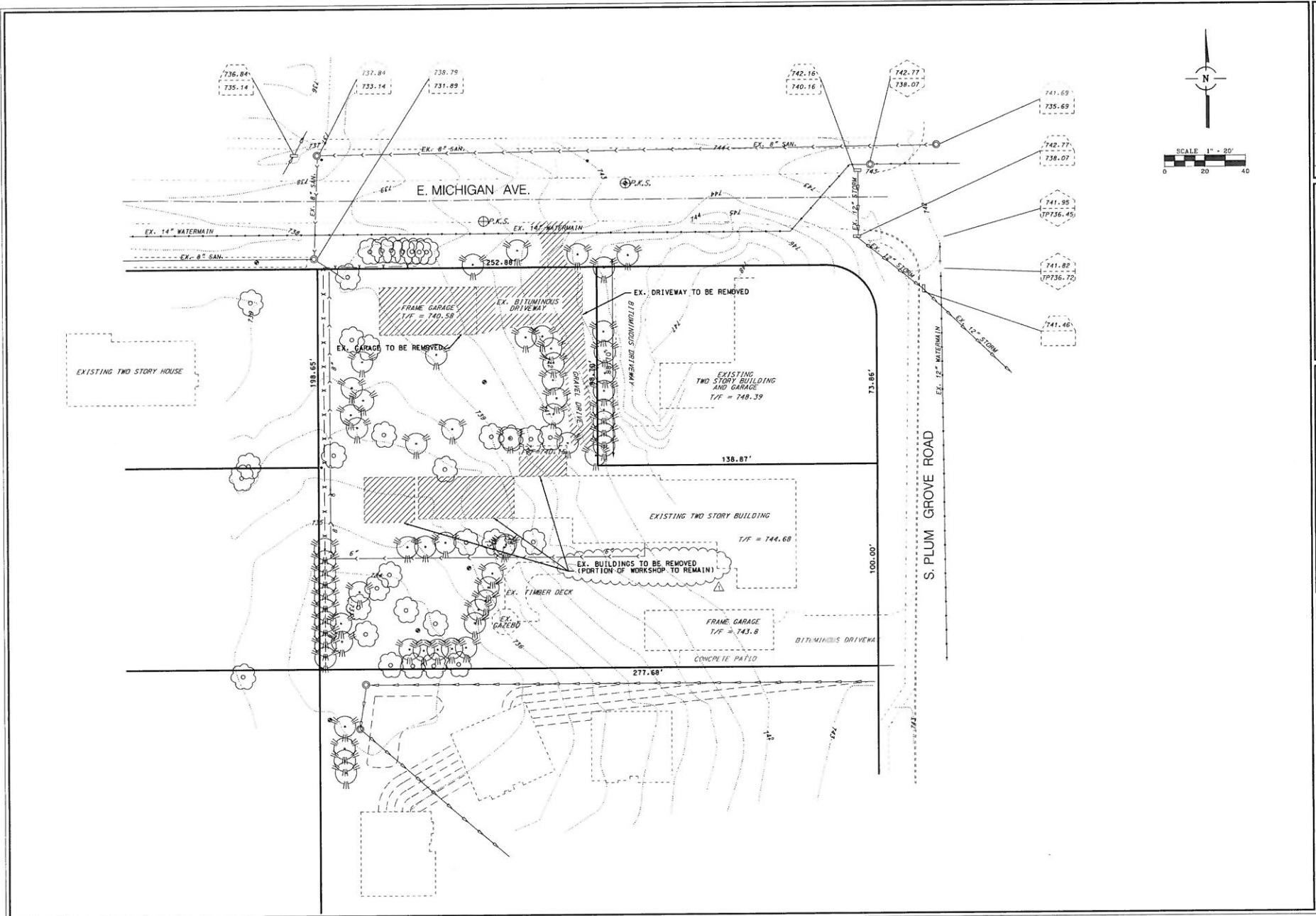
this 18th day of April, 2016



 Village Clerk

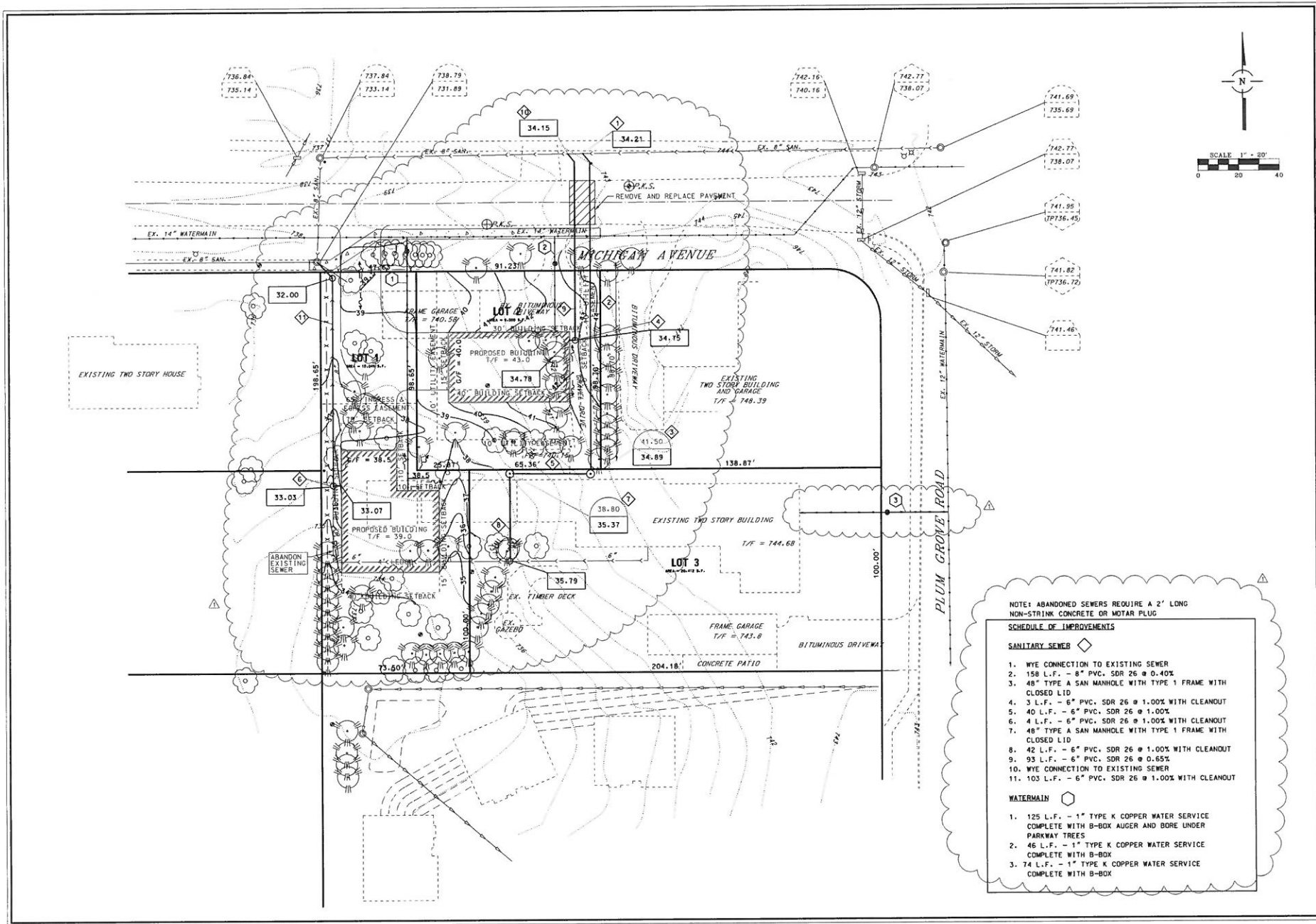


TYPICAL SECTIONS AND GENERAL NOTES



EXISTING CONDITIONS & DEMOLITION PLAN	
CONSULTING ENGINEERS	
SITE ESTIMATION ENGINEERS	
LAND SURVEYORS	
KLENNAN 8876-ETC	
DATE: 1/25/16	
JOB NO. 8876	
SHEET 3 OF 3	

Attachment: Previously approved Planned Development ORD - Old World Subdivision - #0-048-16 - 724 S.

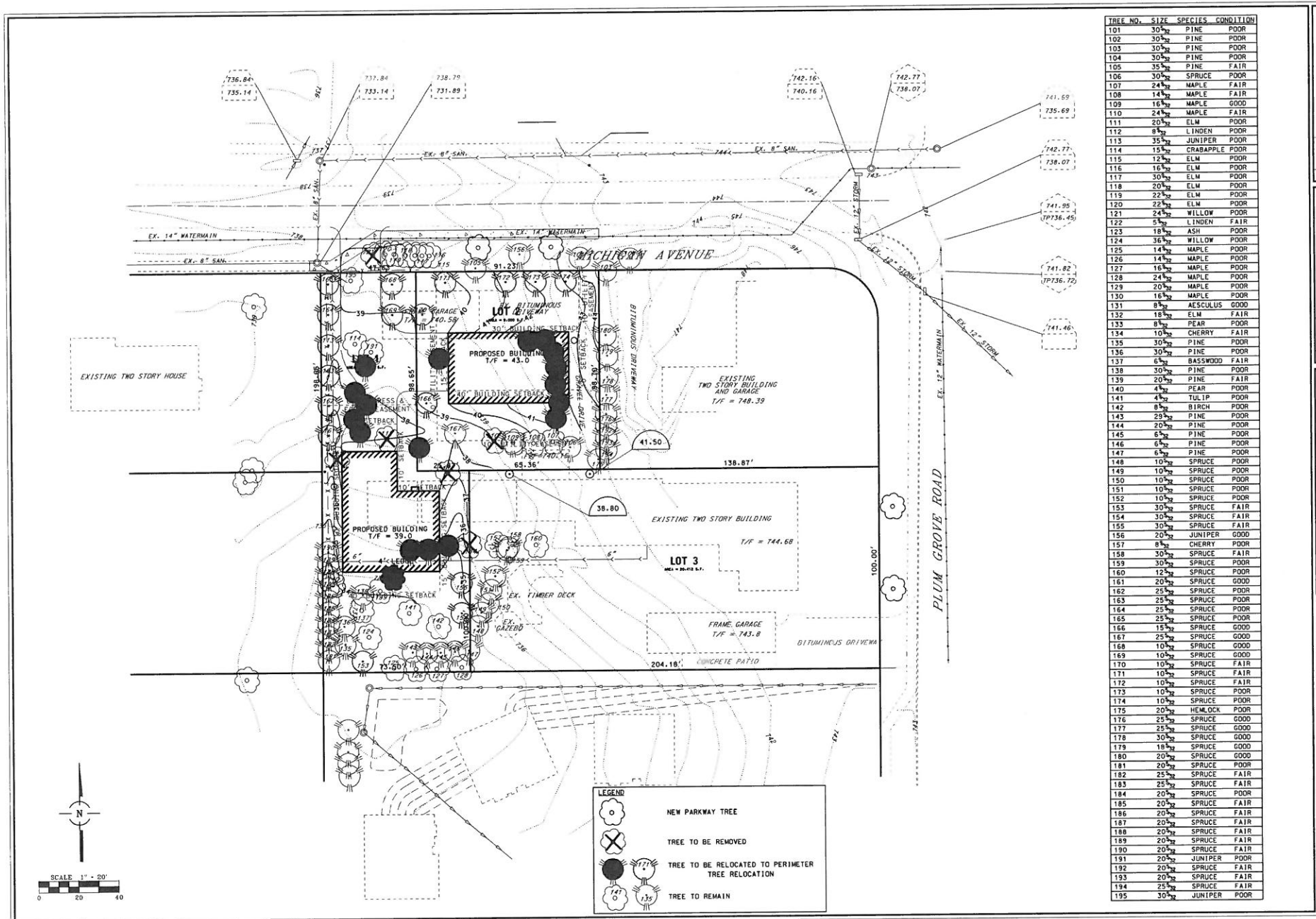


CONSULTING ENGINEERS
SITE DEVELOPMENT ENGINEERS
LAND SURVEYORS

ENGINEERING PLAN

SPACECO

FILE NAME: 8876.ENG
DATE: 1/25/16
JOB NO. 8876
SHEET C4



TREE NO.	SIZE	SPECIES	CONDITION
101	30"	PINE	POOR
102	30"	PINE	POOR
103	30"	PINE	POOR
104	30"	PINE	POOR
105	35"	PINE	FAIR
106	30"	SPRUCE	POOR
107	24"	MAPLE	FAIR
108	14"	MAPLE	FAIR
109	16"	MAPLE	GOOD
110	24"	MAPLE	FAIR
111	20"	ELM	POOR
112	8"	LINDEN	POOR
113	35"	JUNIPER	POOR
114	15"	CRABAPPLE	POOR
115	12"	ELM	POOR
116	16"	ELM	POOR
117	30"	ELM	POOR
118	20"	ELM	POOR
119	22"	ELM	POOR
120	22"	ELM	POOR
121	24"	WILLOW	POOR
122	5"	LINDEN	FAIR
123	18"	ASH	POOR
124	36"	WILLOW	POOR
125	14"	MAPLE	POOR
126	14"	MAPLE	POOR
127	16"	MAPLE	POOR
128	24"	MAPLE	POOR
129	20"	MAPLE	POOR
130	16"	MAPLE	POOR
131	8"	AESCULUS	GOOD
132	18"	ELM	FAIR
133	8"	PEAR	POOR
134	10"	CHERRY	FAIR
135	30"	PINE	POOR
136	30"	PINE	POOR
137	6"	BASSWOOD	FAIR
138	30"	PINE	POOR
139	20"	PINE	FAIR
140	4"	PEAR	POOR
141	4"	TULIP	POOR
142	8"	BIRCH	POOR
143	25"	PINE	POOR
144	20"	PINE	POOR
145	6"	PINE	POOR
146	6"	PINE	POOR
147	6"	PINE	POOR
148	10"	SPRUCE	POOR
149	10"	SPRUCE	POOR
150	10"	SPRUCE	POOR
151	10"	SPRUCE	POOR
152	10"	SPRUCE	POOR
153	30"	SPRUCE	FAIR
154	30"	SPRUCE	FAIR
155	30"	SPRUCE	FAIR
156	20"	JUNIPER	GOOD
157	8"	CHERRY	POOR
158	30"	SPRUCE	FAIR
159	30"	SPRUCE	POOR
160	12"	SPRUCE	POOR
161	20"	SPRUCE	GOOD
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173	10"	SPRUCE	POOR
174	10"	SPRUCE	POOR
175	20"	HEMLOCK	POOR
176	25"	SPRUCE	GOOD
177	25"	SPRUCE	GOOD
178	30"	SPRUCE	GOOD
179	18"	SPRUCE	GOOD
180	20"	SPRUCE	GOOD
181	20"	SPRUCE	POOR
182	25"	SPRUCE	FAIR
183	25"	SPRUCE	FAIR
184	20"	SPRUCE	POOR
185	20"	SPRUCE	FAIR
186	20"	SPRUCE	FAIR
187	20"	SPRUCE	FAIR
188	20"	SPRUCE	FAIR
189	20"	SPRUCE	FAIR
190	20"	SPRUCE	FAIR
191	20"	JUNIPER	POOR
192	20"	SPRUCE	FAIR
193	20"	SPRUCE	FAIR
194	25"	SPRUCE	FAIR
195	30"	JUNIPER	POOR

TREE PRESERVATION PLAN

CONSULTING ENGINEER
SUBMITTAL DOCUMENTS
AND SURVEY



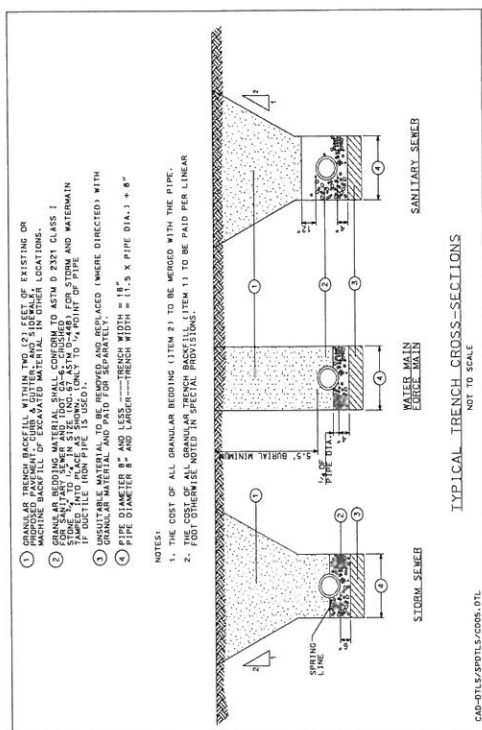
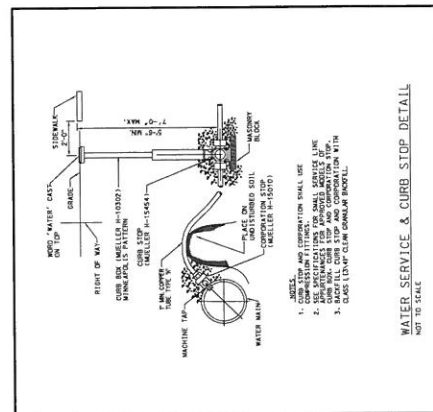
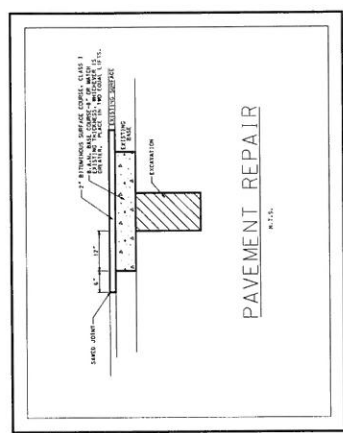
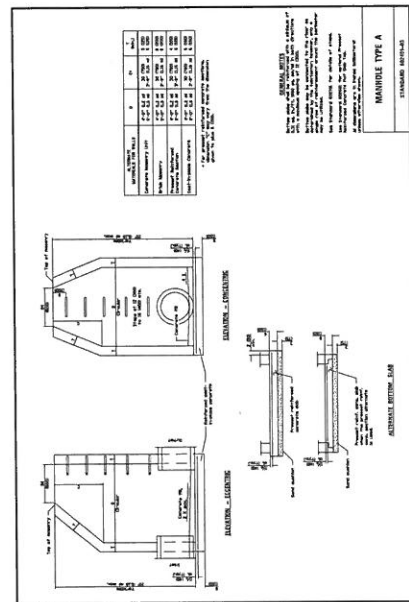
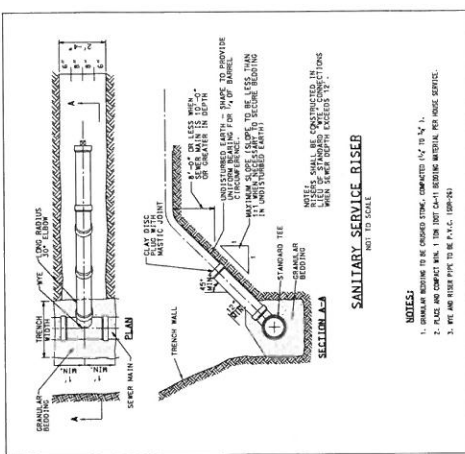
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8876.TIF

DATE:
1/25/16

JOB NO.
8876

SHEET
5 OF

Attachment: Previously approved Planned Development ORD - Old World Subdivision - #0-048-16 - 724 S.



CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Deer Park, Des Plaines, South Elgin, East Dundee, Elburn, Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Geneva, Gilberts, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Villa, Lake in the Hills, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Mt. Prospect, Mundelein, Palatine, Prospect Heights, Rolling Meadows, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake park, Schaumburg, Sleepy Hollow, St. Charles, Streamwood, Tower Lakes, Vernon Hills, Volo, Wauconda, Wheeling, West Dundee, Wildwood, Sugar Grove, North Aurora

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 7150, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published March 21, 2016 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY *Danula Baltz*
Authorized Agent

Control # 4435586

PUBLIC NOTICE
A public hearing will be held before the Palatine Plan Commission on Tuesday, April 5, 2016, at 8:00 PM, of the Palatine Police Department in the Community Meeting Room, 595 N. Hicks Road, relative to a request for the following:
1. Preliminary and Final Planned Development to permit a 3 lot single-family residential development. The property is commonly known as 724 S. Plum Grove Road.
The above petition has been filed by George Swiderski and is available for examination in the office of the Village Clerk, 150 W. Wilson Street.
FILE #: 16-13
VILLAGE OF PALATINE
Dennis Dwyer, Chair
Palatine Plan Commission
DATED: This 21st day of March, 2016
Published in Daily Herald
March 21, 2016 (4435586)

Attachment: Previously approved Planned Development ORD - Old World Subdivision - #O-048-16 - 724 S. Plum Grove Rd (2020-43 : Lot North

III. PUBLIC HEARING

1. Vacant Lot North of 724 S. Plum Grove Road

Chairman Dwyer read the notice of public hearing that was published in the Daily Herald on June 1, 2020 and mailed to the owners of the surrounding properties.

The following petitioner's exhibits were introduced:

1. Public Notice
2. Petition for Hearing
3. Proof of Ownership
4. Engineering Plans
5. Old World Plat of Resub division

Sworn in petitioner Mr. George Swiderski 724 S. Plum Grove Rd

Mr. Swiderski explained the property was divided into two smaller parcels but came to the conclusion that it would not be convenient for him because he would lose part of the property of his present residence. He explained he would rather keep his whole residence.

Sworn in staff Ms. Katie Rivard and Mr. Ben Vyverberg

Ms. Rivard gave a brief overview of request explaining the subject property is a vacant lot approximately 13,700 square feet, is a tax-divided lot with an accessory structure and driveway referring to the Google Earth picture slide. She explained the Petitioners are seeking an amendment to the Old World Planned Development to allow for the development of one new single-family home on W. Michigan Ave. and a Preliminary and Final subdivision to allow a 1-lot single family subdivision. Ms. Rivard stated the property did receive approval for a 3-lot subdivision in 2005 and 2016 but the Petitioners are here to amend that to request a 1-lot subdivision referring to the proposed site plan explaining the existing residence will remain. She stated the existing lot has a depth of 98.7 feet instead of the required 110 feet per the Subdivision Regulations, and the proposed residence would have a rear yard setback of approximately 34 feet instead of the required 40 feet as required by the R-2 zoning. Ms. Rivard pointed out the subject lot is within the Michigan Avenue/ Plum Grove Road Sub-Area Plan, which identifies that rear yard setback reductions and lot depth reductions may be appropriate for this area. She further explained the non-conforming lot depth would not be out of character for the neighborhood as other properties on this block of Michigan Avenue has similar lot depths. Ms. Rivard referred to the past subdivision slide to compare lot depths. Ms. Rivard stated in conjunction of the development of the new residence they would be required to connect to existing sanitary and water services, install a sidewalk across the frontage, plant parkway trees and submit cash in lieu of curb.

STAFF RECOMMENDATION:

The requested zoning relief is unique in that the subject lot is a tax-divided lot with an accessory structure and driveway only. In order for a new single-family

residence to be constructed on this lot, a formal subdivision of the property is required. Per Code, if a principal structure existed upon the tax-divided lot, prior to 2005, it would be consider a buildable lot. The proposed Planned Development Amendment will amend the previously, but since expired, Old World Planned Development which allowed for a 3-lot subdivision. While the subject lot does not meet the requirements for rear yard setback, the subject lot is within the Michigan Avenue/ Plum Grove Road Sub-Area Plan, which identifies that rear yard setback reductions may be appropriate for this area. Additionally, the proposed lot depth is consistent with the adjacent lots on both the north and south sides of Michigan Avenue between Plum Grove Road and Brockway Street. Therefore, Staff recommends approval of the Planned Development Amendment and Preliminary and Final Subdivision for a 1-lot single-family residential subdivision for the subject lot, subject to the following conditions:

1. The Planned Development Amendment and Subdivision shall substantially conform to the Plat of Subdivision of Old World Resubdivision, prepared by Murry and Moody, Ltd., dated 04/29/2020, and the Engineering Plans, prepared by Smith LaSalle, and dated 03/09/2020 and last revised on 06/08/2020, except as such plans may be changed to conform to Village Codes and Ordinances.
2. The Final Plat of Subdivision shall be submitted on Mylar with all required signatures.
3. Review fees shall be submitted in a manner acceptable to the Village Engineer.
4. All required public improvements shall be completed in conjunction with the development of the Subject Property.
5. Recording fees in the amount of \$300 shall be submitted.
6. Any future modifications to the property at 724 S. Plum Grove Road shall be subject to the bulk requirements of the Village's R-2 district.
7. Sidewalks shall be installed across the frontage of the subject lot, in conjunction with the development of the new lot.
8. Four (4) parkway trees shall be installed across the frontage of the subject lot, in conjunction with the development of the new lot.
9. Cash-in-lieu of curb shall be submitted in the amount of \$3,053, in conjunction with the development of the new lot.

Mr. Friedman asked if the board's focus is on the language of the new residence or does it also address the resulting extension of non-conformity of the existing building to what would be a new property line. He referred to the proposed site plan slide to point out the closeness to the property line.

Ms. Rivard stated the closeness to the property line is included in the Planned Development Amendment.

Mr. Hansen asked the Petitioner if he could and would comply with Staff's recommendations.

Mr. Swiderski explained he is not the developer.

Discussion on whose responsibility is the recommendations.

Chairman Dwyer asked if Mr. Swiderski has any concerns with conditions.

Mr. Swiderski stated he does not understand them but understands there are conditions to comply.

Discussion on conditions and the Petitioner's responsibility.

Mr. Swiderski agreed to comply with Staff's conditions.

Sworn in Mr. Dave Albrecht 28 W. Michigan Avenue

Mr. Albrecht asked if there will be another meeting with the developer to discuss how big the proposed home will be.

Ms. Rivard answered no.

Mr. Albrecht asked if they are able to build as big as they would like.

Ms. Rivard answered no explaining they need to stay within the R-2 zoning district guidelines.

Discussion on what can be built.

Mr. Swiderski explained to Mr. Albrecht the one lot will be better for neighborhood.

Chairman Dwyer clarified this amendment removes the flag lot.

Ms. Rivard answered yes.

Mr. Bettenhausen pointed out the plans look like the proposed driveway will block the storm drainage along the road so may need a culvert or catch basin.

Mr. Vyverberg pointed out the condition that states the submitted engineering plans must be acceptable to the Village Engineer. He stated the concern will be noted for Mr. Ruppert as well.

Mr. Fedota asked if there are any requirements for a walkway to Michigan Avenue from the residence.

Ms. Rivard answered no.

Discussion on sidewalk requirements.

Mr. Noonan made a motion to close the public hearing; seconded by Ms. Williams.

DISCUSSION:

Chairman Dwyer stated it fits in the neighborhood and the variances are in line with area.

Mr. Noonan made a motion to approve subject staff's conditions; seconded by Mr. Fedota.

Chairman Dwyer summarized that this request has met the standards and was unanimously approved by a vote of 9-0. This item will tentatively go to the Community and Economic Development Committee of the Village Council on June 22, 2020.

RESULT:	RECOMMENDED TO APPROVE [UNANIMOUS]
MOVER:	Patrick Noonan, Plan Commissioner
SECONDER:	Stephen Fedota, Plan Commissioner
AYES:	Hansen, Dwyer, Robins, Noonan, Williams, Friedman, Bettenhausen, Kolososki, Fedota

PUBLIC NOTICE

A public hearing will be held before the Palatine Plan Commission on Tuesday, June 16, 2020 at 7:00 P.M. in the Village Council Chambers in the Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:

1. Planned Development Amendment to the Old World Planned Development to allow for the development of 1 new single-family home on W. Michigan Avenue; and,
2. Preliminary and Final Plat of Subdivision to permit a 1-lot single-family residential subdivision (1-lot fronting on W. Michigan Avenue).

The property is commonly known as the Vacant Lot (02-22-410-015) North of 724 S. Plum Grove Road (PIN # 02-22-410-008).

The Petitioner is seeking to subdivide the Subject Property into a 1-lot single-family residential subdivision. The existing residence at 724 S. Plum Grove Road would remain and 1 new single-family residence is proposed on the vacant lot fronting on W. Michigan Avenue.

The above petition was filed by George and Slawonira Swiderski and is available for examination in the office of the Village Clerk, 200 E. Wood Street.

FILE #: 20-15
VILLAGE OF PALATINE
Dennis Dwyer, Chair
Palatine Plan Commission
DATED: This 1st day of June 2020.
Published in Daily Herald
June 1, 2020 (4545706)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Daily Herald

Corporation organized and existing under and by virtue of the laws of the State of Illinois, DOES HEREBY CERTIFY that it is the publisher of the **DAILY HERALD**. That said **DAILY HERALD** is a secular newspaper and has been circulated daily in the Village(s) of Algonquin, Antioch, Arlington Heights, Aurora, North Aurora, Bannockburn, Barrington, Barrington Hills, Lake Barrington, North Barrington, South Barrington, Bartlett, Batavia, Buffalo Grove, Burlington, Campton Hills, Carpentersville, Cary, Crystal Lake, Deerfield, Deer Park, Des Plaines, Elburn, East Dundee, Elgin, South Elgin, Elk Grove Village, Fox Lake, Fox River Grove, Franklin Park, Geneva, Gilberts, Glenview, Grayslake, Green Oaks, Gurnee, Hainesville, Hampshire, Hanover Park, Hawthorn Woods, Highland Park, Highwood, Hoffman Estates, Huntley, Inverness, Island Lake, Kildeer, Lake Bluff, Lake Forest, Lake in the Hills, Lake Villa, Lake Zurich, Libertyville, Lincolnshire, Lindenhurst, Long Grove, Melrose Park, Montgomery, Morton Grove, Mt. Prospect, Mundelein, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Riverwoods, Rolling Meadows, Rosemont, Round Lake, Round Lake Beach, Round Lake Heights, Round Lake Park, Schaumburg, Schiller Park, Sleepy Hollow, St. Charles, Streamwood, Sugar Grove, Third Lake, Tower Lakes, Vernon Hills, Volo, Wadsworth, Wauconda, Waukegan, West Dundee, Wheeling, Wildwood, Wilmette

County(ies) of Cook, Kane, Lake, McHenry

and State of Illinois, continuously for more than one year prior to the date of the first publication of the notice hereinafter referred to and is of general circulation throughout said Village(s), County(ies) and State.

I further certify that the **DAILY HERALD** is a newspaper as defined in "an Act to revise the law in relation to notices" as amended in 1992 Illinois Compiled Statutes, Chapter 715, Act 5, Section 1 and 5. That a notice of which the annexed printed slip is a true copy, was published 06/01/2020 in said **DAILY HERALD**.

IN WITNESS WHEREOF, the undersigned, the said **PADDOCK PUBLICATIONS, Inc.**, has caused this certificate to be signed by, this authorized agent, at Arlington Heights, Illinois.

PADDOCK PUBLICATIONS, INC.
DAILY HERALD NEWSPAPERS

BY

Authorized Agent

Control # 4545706

Dec 6/8/20

Consider an Ordinance Adopting and Approving the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment for the Community Development Block Grant Program

BACKGROUND:

In response to the COVID-19 pandemic, the federal government, through the Department of Housing and Urban Development (HUD), allocated an additional \$303,119 in special Community Development Block Grant (CDBG) funds to the Village of Palatine. These CDBG-COVID-19 (CDBG-CV) funds are to be used by the Village to respond to COVID-19-related needs, within the parameters and requirement guidance provided by HUD. All of the other entitlement communities in the Cook County HOME Consortium and North Suburban Network (including Mount Prospect, Arlington Heights, Schaumburg, and Des Plaines) also received CDBG-CV funds.

KEY ISSUES:

In order to utilize these funds in a timely manner, the Village must approve a Citizen Participation Plan Amendment to add certain public participation processes and waivers approved by HUD. Also, the Village must approve a 2019 Annual Action Plan Substantial Amendment to explain how it will use the CDBG-CV funds. HUD issued a waiver allowing for a minimum of a 5-day comment period, instead of the typical 30 days. Any eligible funds are to be expended, no later than the end of the CDBG 2021 program year (September 2022). Although HUD has provided some initial guidance and parameters for the expenditure of these funds, the requirements and processes continue to evolve. Any Village expenditures will have to comply with the process and eligibility requirements provided by HUD.

The full Citizen Participation Plan & 2019 Annual Action Plans Substantial Amendment is on the Village's Website at <https://www.palatine.il.us/163/News-Events>. The full texts of the amendments are contained in the linked documents and are highlighted accordingly. The comment period was open from June 9th, with all comments due to be submitted by June 18th. There were no comments received.

Below is the proposed allocations for CDBG-CV Funding:

Administration	\$10,000	Administration of additional funds.
Public Service	\$218,119	Examples of uses could be overnight stay in hotels for homeless, meal on wheels for seniors, social services provided.
Economic Development	\$75,000	Potential small business loan/grants to benefit low/mod job retention and/or creation.
Total CV Allocation	\$303,119	NOTE - Staff will be report the expenditures back to the Village Council, through the warrant process.

ACTION REQUIRED:

A motion to approve an ordinance adopting the Village of Palatine's 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment.

ATTACHMENTS:

- ORD 2019 CDBG Amendments
- Waiver Request
- Public Notice

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Kollin Kozlowski, District 5 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

ORDINANCE NO. _____

**AN ORDINANCE ADOPTING AND APPROVING THE
2019 SUBSTANTIAL ACTION PLAN AMENDMENT CDBG-CV AND CITIZEN
PARTICIPATION PLAN AMENDMENT FOR THE COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) PROGRAM**

WHEREAS, the Village of Palatine has prepared a 2019 Substantial Action Plan Amendment and Citizen Participation Plan Amendment to address the additional CDBG–CV funding through the Community Development Block Grant; and

WHEREAS, a Public Meeting was held by the Village Council on June 22, 2020 to review the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment; and

WHEREAS, the CDBG-CV allocation from the Office of Community Planning and Development (HUD) for Village of Palatine is \$303,119, within the federal Community Development Block Grant (CDBG) Program; and

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) oversees the Village’s use of the funds; and

WHEREAS, the Village of Palatine is required to submit a 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment; and

WHEREAS, the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment shall be submitted to HUD through Cook County Home Consortium to start retroactively March 1, 2020; and

Attachment: ORD 2019 CDBG Amendments (2020-44 : 2019 Substantial Action Plan Amendment CDBG-CV)

WHEREAS, the Mayor and Village Council of the Village of Palatine has determined that the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment can be of benefit in providing for resident's health, safety, and welfare and in meeting the community development and housing needs of its citizens.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois:

SECTION 1: The Mayor and Village Council of the Village of Palatine hereby approves the attached 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment, which includes an allocation of Community Development Block Grant funds in the amount of \$303,119.

SECTION 2: The Mayor and Village Council of the Village of Palatine hereby authorizes the Village Manager to prepare and forward to the U.S. Department of Housing and Urban development a submission of Palatine's 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment in accordance with federal guidelines. This Plan includes an application for federal Community Development Block Grant funds.

SECTION 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This ____ day of _____, 2020

AYES:____ **NAYS:**____ **ABSENT:**____ **PASS:**____

APPROVED by me this ____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and **FILED** in the office of the Village Clerk this ____ day of _____, 2020

Village Clerk

Lyn Bremanis

From: Lyn Bremanis
Sent: Friday, April 24, 2020 10:59 AM
To: CPD_COVID-19WaiverCHI@hud.gov; Donald Kathan (donald.g.kathan@hud.com)
Cc: Morgan, Marlena D
Subject: Village of Palatine's COVID-19 waiver request
Attachments: COVID Waiver 4 1 20.pdf

Good afternoon,

Please see Village of Palatine's COVID-19 waiver request below.

- Requestor's name, title, and contact information:
 - **Lyn Bremanis, Planner and CDBG Administrator**
 - **Village of Palatine**
 - **lbremanis@palatine.il.us**
 - **847-359-9046**
- Declared-disaster area(s) where the waivers will be used: **Village of Palatine**
- Date on which the grantee anticipates first use of the waiver flexibility: **April 27, 2020**
- A list of the waiver flexibilities the grantee will use:
 - **8. Consolidated Planning Requirements – HOME, CDBG, HTF, ESG, and HOPWA Programs – Citizen Participation Public Comment Period for Consolidated Plan Amendment**
 - **9. Consolidated Planning Requirements – HOME, CDBG, HTF, ESG, and HOPWA Programs – Citizen Participation Reasonable Notice and Opportunity to Comment**

Please let me know if you need any additional information.

Thank you for HUD's flexibility during this crisis.

Lyn Bremanis | Planner
 Planning & Zoning Department
 200 E. Wood Street | Palatine, IL 60067
 T: 847-359-9046 | lbremanis@palatine.il.us





OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

MEMORADUM FOR: All Community Planning and Development Field Office Directors,
Deputy Directors and Program Managers

FROM:  Digitally signed
by JOHN GIBBS
Date: 2020.03.31
17:43:00 -04'00' John Gibbs, Assistant Secretary, Acting, D

SUBJECT: Availability of Waivers of Community Planning and Development
(CPD) Grant Program and Consolidated Plan Requirements to
Prevent the Spread of COVID-19 and Mitigate Economic Impacts
Caused by COVID-19

PURPOSE

This memorandum explains the availability of waivers of certain regulatory requirements associated with several CPD grant programs to prevent the spread of COVID-19 and to facilitate assistance to eligible communities and households economically impacted by COVID-19. This memorandum covers waivers of consolidated plan requirements for all CPD formula programs and program-specific waivers for the following CPD programs:

- Housing Opportunities for Persons with AIDS (HOPWA);
- Emergency Solutions Grant (ESG); and
- Continuum of Care (CoC).

This memorandum also announces a simplified notification process for recipients of these programs to use this waiver flexibility to expedite the delivery of assistance. CPD Field Office Directors, Deputy Directors, and Program Managers are instructed to inform CPD recipients operating within their jurisdictions of the content of this memorandum.

NOTIFICATION PROCESS

Recipients may use the waivers described in this memorandum to assist affected CPD program beneficiaries and CPD program eligible households to prevent the spread of COVID-19 and to mitigate against the economic impact caused by COVID-19 for eligible households. To use the waiver flexibility provided in this memorandum, the recipient must provide notification in writing, either through mail or e-mail, to the CPD Director of the HUD Field Office serving its jurisdiction no less than two days before the recipient anticipates using the waiver flexibility. Further directions on notifying HUD can be found in Attachment #1.

WAIVER AUTHORITY

In December 2019, a new coronavirus known as SARS-CoV-2 was first detected in Wuhan, Hubie Province, People's Republic of China, causing outbreaks of the coronavirus disease COVID-

Attachment: Waiver Request (2020-44 : 2019 Substantial Action Plan Amendment CDBG-CV)

19 that has now spread globally. The first case was reported in the United States in January 2020. In March 2020, the World Health Organization declared the coronavirus outbreak a pandemic and President Trump declared the outbreak a national emergency. During this time, the majority of states have declared states of emergency with most shutting down large gathering places and limiting the movement of their residents. As a consequence, many CPD recipients are facing challenges in ensuring appropriate shelter options are available for program participants who need to be separated from others because they are exhibiting symptoms, training staff on how to safely work with program participants and prevent spreading the virus, obtaining supplies to prevent the spread of the virus, and maintaining necessary staffing levels during the outbreak. Further, many program participants are suffering economic consequences from the mass shutdown of businesses and lack of availability of traditional mainstream benefits. A number of recipients have inquired about the availability of waivers of various CPD program requirements to facilitate assistance to program participants and prevent the spread of the virus.

In accordance with 24 CFR 5.110, HUD may, upon a determination of good cause and subject to statutory limitations, waive regulatory provisions. Additional regulatory waiver authority is provided in 24 CFR 91.600. These regulatory provisions provide HUD the authority to make waiver determinations for the ESG, CoC, and HOPWA Programs and consolidated planning requirements for all CPD formula programs.

WAIVER AVAILABILITY

To provide additional flexibility to communities to prevent the spread of COVID-19 and better assist individuals and families, including those experiencing homelessness infected with the virus or economically impacted by the virus, I hereby find good cause to provide the regulatory waivers below. To use each waiver, each recipient must follow the notification process described above and update its program records to include written documentation of the specific conditions that justify the recipient's use of the waiver, consistent with the justifications and applicability provisions below. Provisions that are not specifically waived remain in full effect.

CONTINUUM OF CARE PROGRAM

1. Fair Market Rent for Individual Units and Leasing Costs

Requirement:	Rent payments for individual units with leasing dollars may not exceed Fair Market Rent (FMR).
Citation:	24 CFR 578.49(b)(2)
Explanation:	The CoC Program regulation at 24 CFR 578.49(b)(2) prohibits a recipient from using grant funds for leasing to pay above FMR when leasing individual units, even if the rent is reasonable when compared to other similar, unassisted units.
Justification:	Waiving the limit on using grant leasing funds to pay above FMR for individual units above FMR, but not greater than the reasonable rent will

assist recipients in locating additional units to house individuals and families experiencing homelessness and reduce the spread and harm of COVID-19.

Applicability: The FMR restriction is waived for any lease executed by a recipient or subrecipient to provide transitional or permanent supportive housing during the 6-month period beginning on the date of this memorandum. The affected recipient or subrecipient must still ensure that rent paid for individual units that are leased with CoC Program leasing dollars meet the rent reasonableness standard in 24 CFR 578.49(b)(2).

2. Disability Documentation for Permanent Supportive Housing (PSH)

Requirement: A recipient providing PSH must serve individual and families where one member of the household has a qualifying disability (for dedicated projects and DedicatedPlus projects that individual must be the head of household). Further, the recipient must document a qualifying disability of one of the household members. When documentation of disability is the intake worker's observation, the regulation requires the recipient to obtain additional confirming evidence within 45 days.

Citation: 24 CFR 578.103(a) and 24 CFR 578.103(a)(4)(i)(B)

Explanation: 24 CFR 578.103(a) requires recipients to maintain records providing evidence they met program requirements and 24 CFR 578.103(a)(4)(i)(B) establishes the requirements for documenting disability for individuals and families that meet the "chronically homeless" definition in 24 CFR 578.3. Acceptable evidence of disability includes intake-staff recorded observations of disability that, no later than 45 days from the application for assistance, is confirmed and accompanied by evidence in paragraphs 24 CFR 578.103(a)(4)(i)(B)(1), (2), (3), or (5). HUD is waiving the requirement to obtain additional evidence.

Justification: Waiving 24 CFR 578.103(a)(4)(i)(B)(4) as specified below will allow recipients to house people by relying on intake staff-recorded observation of disability while providing recipients' intake staff with additional time to confirm the disability. This will help households with observed disabilities to be housed quickly and obtain the necessary documentation once healthcare workers are no longer inundated by COVID-19 responses.

Applicability: The requirement that intake staff-recorded observation of disability be confirmed and accompanied by other evidence no later than 45 days from the application for assistance documentation requirement is waived for any program participants admitted into PSH funded by the CoC Program for the 6-month period beginning on the date of this memorandum.

Note: For the purposes of individuals and families housed in PSH from the date of

this memorandum until public health officials determine no additional special measures are necessary to prevent the spread of COVID-19, a written certification by the individual seeking assistance that they have a qualifying disability is considered acceptable documentation approved by HUD under 24 CFR 578.103(a)(4)(i)(B)(5).

3. Limit on Eligible Housing Search and Counseling Services

- Requirement:** With respect to program participant's debts, 24 CFR 578.53(ed)(8)(ii)(B) only allows the costs of credit counseling, accessing a free personal credit report, and resolving personal credit issues. 24 CFR 578.53(d) limits the use of CoC Program funds for providing services to only those costs listed in the interim rule.
- Citation:** 24 CFR 578.53(e)(8)(ii)(B) and 578.53(d)
- Explanation:** 24 CFR 578.53(e)(8) allows recipients and subrecipients to use CoC funds to pay for housing search and counseling services to help eligible program participants locate, obtain, and retain suitable housing. For program participants whose debt problems make it difficult to obtain housing, 24 CFR 578.53(e)(8)(ii)(B) makes eligible the costs of credit counseling, accessing a free personal credit report, and resolving personal credit issues. However, payment of rental or utility arrears is not included as an eligible cost. 24 CFR 578.53(d) limits eligible supportive service costs to those explicitly listed in 24 CFR 578.53(e), which is a more limited list than is eligible under the McKinney-Vento Act.
- Justification:** Waiving the limitation of housing search and counseling eligible activities to allow recipients and subrecipients to pay for up to 6 months of rental arrears and 6 months of utility arrears will help recipients and subrecipients remove barriers to obtaining housing quickly and help reduce the spread and harm of COVID-19.
- Applicability:** The limitation on eligible housing search and counseling activities is waived so that CoC Program funds may be used for up to 6 months of a program participant's utility arrears and up to 6 months of program participant's rent arrears, when those arrears make it difficult to obtain housing. This waiver is in effect one-year beginning on the date of this memorandum.

4. Permanent Housing-Rapid Re-housing Monthly Case Management

- Requirement:** Recipients must require program participants of permanent housing – rapid re-housing projects to meet with a case manager at least monthly.
- Citation:** 24 CFR 578.37(a)(1)(ii)(F)

- Explanation:** The CoC Program interim rule at 24 CFR 578.37(a)(1)(ii)(F) requires program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability. The project is exempt from this requirement already if the Violence Against Women Act of 1994 (42 U.S.C. 13925 *et seq.*) or the Family Violence Prevention and Services Act (42 U.S.C. 10401 *et seq.*) prohibits the recipient carrying out the project from making its housing conditional on the participant's acceptance of services.
- Justification:** Recipients are reporting limited staff capacity as staff members are home for a variety of reasons related to COVID-19 (e.g., quarantining, children home from school, working elsewhere in the community to manage the COVID-19 response). In addition, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as-needed basis and reduce the possible spread and harm of COVID-19.
- Applicability:** This requirement in 24 CFR 578.37(a)(1)(ii)(F) that projects require program participants to meet with case managers not less than once per month is waived for all permanent housing- rapid re-housing projects for two months beginning on the date of this memorandum.

5. Housing Quality Standards (HQS) – Initial Physical Inspection of Unit

- Requirement:** Recipients are required to physically inspect any unit supported with leasing or rental assistance funds to assure that the unit meets housing quality standards (HQS) before any assistance will be provided on behalf of a program participant.
- Citation:** 24 CFR 578.75(b)(1)
- Explanation:** 24 CFR 578.75(b)(1) requires that recipients or subrecipients physically inspect each unit to assure that it meets HQS before any assistance will be provided for that unit on behalf of a program participant.
- Justification:** Waiving the physical initial inspection requirement 24 CFR 578.75(b)(1) as specified below will allow recipients to help prevent the spread of COVID-19.
- Applicability:** This waiver of the requirement in 24 CFR 578.75(b)(1) that the recipient or subrecipient physically inspect each unit to assure that the unit meets HQS before providing assistance on behalf of a program participant is in effect for 6-months beginning on the date of this memorandum for recipients and subrecipients that are able to meet the following criteria:

- a. The recipient is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and
- b. The recipient or subrecipient has written policies to physically re-inspect the unit within 3 months after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.

6. HQS – Re-Inspection of Units

Requirement:	Recipients or subrecipients must inspect all units for which leasing or rental assistance funds are used, at least annually to ensure they continue to meet HQS.
Citation:	24 CFR 578.75(b)(2)
Explanation:	24 CFR 578.75(b)(2) requires that recipients or subrecipients are required to inspect all units supported by leasing or rental assistance funding under the CoC Program at least annually during the grant period to ensure the units continue to meet HQS.
Justification:	Waiving the annual re-inspection 24 CFR 578.75(b)(2) requirement during this public health crisis as specified below will help allow recipients to prevent the spread of COVID-19.
Applicability:	This requirement in 24 CFR 578(b)(2) is waived for 1-year beginning on the date of this memorandum.

7. One-Year Lease Requirement

Requirement:	Program participants residing in PSH must be the tenant on a lease for a term of at least one year that is renewable and terminable for cause.
Citation:	24 CFR 578.3, definition of permanent housing, 24 CFR 578.51(l)(1)
Explanation:	The CoC Program regulation at 24 CFR 578.3, definition of permanent housing, and 24 CFR 578.51(l)(1) requires program participants residing in permanent housing to be the tenant on a lease for a term of one year that is renewable and terminable for cause.
Justification:	Waiving the one-year lease requirement as specified below will allow recipients to more quickly identify permanent housing for individuals and families experiencing homelessness, which is helpful in preventing the spread of COVID-19.
Applicability:	The one-year lease requirement is waived for six-months beginning on the

date of this memorandum, so long as the initial lease term of all leases is for more than one month.

CONSOLIDATED PLAN REQUIREMENTS

8. Citizen Participation Public Comment Period for Consolidated Plan Amendment

- Requirement:** 30-day Public Comment Period.
- Citations:** 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401
- Explanation:** A CPD grantee may amend an approved consolidated plan in accordance with 24 CFR 91.505. Substantial amendments to the consolidated plan are subject to the citizen participation process in the grantee's citizen participation plan. The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.
- Justification:** Given the need to expedite actions to respond to COVID-19, HUD waives 24 CFR 91.105(c)(2) and (k), 91.115(c)(2) and (i) as specified below, in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirement to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME, HTF, HOPWA or ESG funds.
- Applicability:** This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment. The waiver is available through the end of the recipient's 2020 program year. Any recipient wishing to undertake further amendments to prior year plans following the 2020 program year can do so during the development of its FY 2021 Annual Action Plan.

9. Citizen Participation Reasonable Notice and Opportunity to Comment

- Requirement:** Reasonable Notice and Opportunity to Comment.
- Citations:** 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401
- Explanation:** As noted above, the regulations at 24 CFR 91.105 (for local governments) and 91.115 (for States) set forth the citizen participation plan requirements for recipients. For substantial amendments to the consolidated plan, the regulations require the recipient to follow its citizen participation plan to

provide citizens with reasonable notice and opportunity to comment. The citizen participation plan must state how reasonable notice and opportunity to comment will be given.

Justification: HUD recognizes the efforts to contain COVID-19 require limiting public gatherings, such as those often used to obtain citizen participation, and that there is a need to respond quickly to the growing spread and effects of COVID-19. Therefore, HUD waives 24 CFR 91.105(c)(2) and (k), 24 CFR 91.115(c)(2) and (i) and 24 CFR 91.401 as specified below to allow these grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

Applicability: This authority is in effect through the end of the 2020 program year.

EMERGENCY SOLUTIONS GRANTS PROGRAM

10. HMIS Lead Activities

Requirement: ESG funds may be used to pay the costs of managing and operating the HMIS, provided that the ESG recipient is the HMIS Lead.

Citation: 24 CFR 576.107(a)(2)

Explanation: To enable ESG-funded projects to participate in HMIS as required by section 416(f) of the McKinney-Vento Homeless Assistance Act, 24 CFR 576.107(a)(2) authorizes the use of ESG funds for managing and operating the HMIS (e.g., hosting and maintaining HMIS software or data, upgrading, customizing, and enhancing the HMIS), only where the ESG recipient is the HMIS Lead, as designated by the CoC.

Justification: Waiving the rule as specified below would allow more recipients to use ESG funding to upgrade or enhance the HMIS as needed to incorporate ESG program data related to COVID-19.

Applicability: The condition that the recipient must be the HMIS Lead to pay costs under 24 CFR 576.102(a)(2) is waived to the extent necessary to allow any recipient to use ESG funds to pay costs of upgrading or enhancing its local HMIS to incorporate data on ESG Program participants and ESG activities related to COVID-19. This waiver is in effect for 6-months beginning on the date of this memorandum.

11. Re-evaluations for Homelessness Prevention Assistance

Requirement: Homelessness prevention assistance is subject to re-evaluation of each program participant's eligibility need for assistance not less than once every 3 months.

- Citation:** 24 CFR 576.401(b)
- Explanation:** The ESG regulations at 24 CFR 576.401(b) requires recipients or subrecipients providing homelessness prevention assistance to re-evaluate the program participant's eligibility, and the types and amounts of assistance the program participant needs not less than once every 3 months.
- Justification:** Waiving re-evaluation requirement for homelessness prevention assistance as specified below is necessary to help program participants remain stable in housing during the economic uncertainty caused by COVID-19.
- Applicability:** The required frequency of re-evaluations for homelessness prevention assistance under section 576.401(b) is waived for up to 2-years beginning on the date of this memorandum, so long as the recipient or subrecipient conducts the required re-evaluations not less than once every 6 months.

12. Housing Stability Case Management

- Requirement:** Program participants receiving homelessness prevention or rapid re-housing assistance must meet with a case manager not less than once per month, unless certain statutory prohibitions apply.
- Citation:** 24 CFR 576.401(e)
- Explanation:** Under 24 CFR 576.401(e), the recipients or subrecipients must require program participants to meet with a case manager not less than once per month to assist them in ensuring long-term housing stability, unless the Violence Against Women Act of 1994 or Family Violence Prevention and Services Act prohibits the recipient or subrecipient from making its shelter or housing conditional on the participant's acceptance of services.
- Justification:** Recipients are reporting limited staff capacity as staff members are home for a variety of reasons related to COVID-19 (e.g., quarantining, children home from school, working elsewhere in the community to manage the COVID-19 response). In addition, not all program participants have capacity to meet via phone or internet. Waiving the monthly case management requirement as specified below will allow recipients to provide case management on an as needed basis and reduce the possible spread and harm of COVID-19.
- Applicability:** This waiver is in effect for two months beginning on the date of this memorandum.

13. Restriction of Rental Assistance to Units with Rent at or Below FMR

- Requirement:** Restriction of rental assistance to units with rent at or below FMR.

Citation:	24 CFR 576.106(d)(1)
Explanation:	Under 24 CFR 576.106(d)(1), rental assistance cannot be provided unless the total rent is equal to or less than the FMR established by HUD, as provided under 24 CFR Part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
Justification:	Quickly moving people into permanent housing is especially critical in preventing the spread of COVID-19. Waiving the limit on rental assistance to rents that are equal to or less than the FMR, established by HUD, will assist recipients and subrecipients in more quickly locating additional units to house individuals and families experiencing homelessness.
Applicability:	The FMR restriction is waived for any individual or family receiving Rapid Re-housing or Homelessness Prevention assistance who executes a lease for a unit during the 6-month period beginning on the date of this memorandum. The ESG recipient or subrecipient must still ensure that the units in which ESG assistance is provided to these individuals and families meet the rent reasonableness standard.

HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA)

14. HOPWA – Self-Certification of Income and Credible Information on HIV Status

Requirement:	Source Documentation for Income and HIV Status Determinations.
Citation:	24 CFR 574.530, Recordkeeping
Explanation:	Each grantee must maintain records to document compliance with HOPWA requirements, which includes determining the eligibility of a family to receive HOPWA assistance.
Justification:	This waiver will permit HOPWA grantees and project sponsors to rely upon a family member's self-certification of income and credible information on their HIV status (such as knowledge of their HIV-related medical care) in lieu of source documentation to determine eligibility for HOPWA assistance of families and grantees affected by COVID-19.
Applicability:	Eligibility is restricted to a low-income person who is living with HIV/AIDS and the family of such person. This waiver is in effect for recipients who require written certification of the household seeking assistance of their HIV status and income, and agree to obtain source documentation of HIV status and income eligibility within 3 months of public health officials determining no additional special measures are necessary to prevent the spread of COVID-19.

15. HOPWA – FMR Rent Standard

- Requirement:** Rent Standard for Tenant-Based Rental Assistance (TBRA).
- Citation:** 24 CFR 574.320(a)(2), Rent Standard
- Explanation:** Grantees must establish rent standards for their tenant-based rental assistance programs based on FMR (Fair Market Rent) or the HUD-approved community-wide exception rent for unit size. Generally, the TBRA payment may not exceed the difference between the rent standard and 30 percent of the family's adjusted income.
- Justification:** This waiver of the FMR rent standard limit permits HOPWA grantees to establish rent standards, by unit size, that are reasonable, and based upon rents being charged for comparable unassisted units in the area, taking into account the location, size, type, quality, amenities, facilities, management and maintenance of each unit. Grantees, however, are required to ensure the reasonableness of rent charged for a unit in accordance with §574.320(a)(3).
- This waiver is required to expedite efforts to identify suitable housing units for rent to HOPWA beneficiaries and HOPWA-eligible families that have been affected by COVID-19, and to provide assistance to families that must rent units at rates that exceed the HOPWA grantee's normal rent standard as calculated in accordance with §574.320(a)(2).
- Applicability:** Such rent standards may be used for up to one year beginning on the date of this memorandum.

16. HOPWA – Property Standards for TBRA

- Requirement:** Property Standards for Tenant-Based Rental Assistance (TBRA)
- Citation:** 24 CFR 574.310(b), Housing Quality Standards
- Explanation:** This section of the HOPWA regulations provides that units occupied by recipients of HOPWA TBRA meet the Housing Quality Standards (HQS) established in this section.
- Justification:** This waiver is required to enable grantees and project sponsors to expeditiously meet the critical housing needs of the many eligible families that have been affected by COVID-19 while also minimizing the spread of the coronavirus.
- Applicability:** This waiver is in effect for one year beginning on the date of this memorandum for recipients and project sponsors that are able to meet the

following criteria:

- a. The recipient or project sponsor is able to visually inspect the unit using technology, such as video streaming, to ensure the unit meets HQS before any assistance is provided; and
- b. The recipient or subrecipient has written policies to physically re-inspect the unit after the health officials determine special measures to prevent the spread of COVID-19 are no longer necessary.

17. HOPWA Space and Security

Requirement: Adequate Space and Security.

Citation: 24 CFR 574.310(b)(2)(iii), Space and security

Explanation: This section of the HOPWA regulations provide that each resident must be afforded adequate space and security for themselves and their belongings.

Justification: This waiver is required to enable grantees and project sponsors operating housing facilities and shared housing arrangements the flexibility to use optional appropriate spaces for quarantine services of eligible households affected by COVID-19. Optional spaces may include the placement of families in a hotel/motel room where family members may be required to utilize the same space not allowing for adequate space and security for themselves and their belongings.

Applicability: This space and security requirement is waived for grantees addressing appropriate quarantine space for affected eligible households during the allotted quarantined time frame recommended by local health care professionals.

Attachment #1 to Memorandum:

Procedure for Using Available Waivers of Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19

This attachment provides further information on the process that grantees must follow to use the waiver flexibility provided in the memorandum.

Grantees must mail or email notification to the Community Planning and Development Director of the HUD Field Office serving the grantee.

The mail or email notification must be sent two days before the grantee anticipates using waiver flexibility, and include the following details:

- Requestor's name, title, and contact information;
- Declared-disaster area(s) where the waivers will be used;
- Date on which the grantee anticipates first use of the waiver flexibility; and
- A list of the waiver flexibilities the grantee will use:
 1. CoC Program - Fair Market Rent for Individual Units and Leasing Costs
 2. CoC Program - Disability Documentation for Permanent Supportive Housing (PSH)
 3. CoC Program – Limit on Eligible Housing Search and Counseling Services
 4. CoC Program - Permanent Housing-Rapid Re-housing Monthly Case Management
 5. CoC Program - Housing Quality Standards (HQS) – Initial Physical Inspection of Unit
 6. CoC Program - HQS – Re-Inspection of Units
 7. CoC Program – One-Year Lease Requirement
 8. Consolidated Planning Requirements – HOME, CDBG, HTF, ESG, and HOPWA Programs – Citizen Participation Public Comment Period for Consolidated Plan Amendment
 9. Consolidated Planning Requirements – HOME, CDBG, HTF, ESG, and HOPWA Programs – Citizen Participation Reasonable Notice and Opportunity to Comment
 10. ESG Program - HMIS Lead Activities
 11. ESG Program - Re-evaluations for Homelessness Prevention Assistance
 12. ESG Program - Housing Stability Case Management
 13. ESG Program - Restriction of Rental Assistance to Units with Rent at or Below FMR
 14. HOPWA Program – Self-Certification of Income and Credible Information on HIV Status
 15. HOPWA Program – FMR Rent Standard
 16. HOPWA Program – Property Standards for TBRA
 17. HOPWA Program - Space and Security

NOTICE OF THE CDBG 2019 ACTION PLAN SUBSTANTIAL AMENDMENT AND
CITIZEN PARTICIPATION PLAN FOR THE VILLAGE OF PALATINE.

The Village of Palatine has received additional funds from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant Program (CDBG) in response to the COVID 19 Pandemic referred to CDBG-CV Funding.

In order to utilize these funds in a timely manner, the Village must approve a Citizen Participation Plan Amendment to add certain public participation processes and waivers approved by HUD. The Village must approve a 2019 Annual Action Plan Substantial Amendment to explain how it will use the CDBG-CV funds. The full texts of the proposed amendments are highlighted in yellow and these documents are accessible on the Village's website: www.palatine.il.us

The Amendments will be subject of a public hearing held before the Village Council on:

Monday June 22, 2020 - 7:00 p.m.
Village Council meeting
Village Council Chambers
200 E Wood Street, Palatine

For more information on the Amendments or the Community Development Block Grant program, contact Lyn Bremanis – CDBG Administrator – Village of Palatine Department of Planning and Zoning at (847) 359-9046 or by email at lbremanis@palatine.il.us All comments related to the Village's the proposed amendments must be submitted in writing to the Village of Palatine's Planning & Zoning Department – attention lbremanis@palatine.il.us no later than 4:00 p.m. on June 18, 2020.

DATED: This 9th day of June, 2020

Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for Thrive Vineyard Church at 845 E. Glencoe Street

BACKGROUND Chapter 12, Article VIII of the Palatine Code of Ordinances prohibits outside sound amplification without first having secured a permit.

KEY ISSUES Thrive Vineyard Church, located at 845 E. Glencoe Street, would like to conduct occasional weekend worship services outdoors on the lawn of their property and are thus requesting a waiver of the sound amplification ordinance from now through September, 2020. An outdoor sound permit request from the church is attached. While the initial request was for a single date, in speaking with the Church they have indicated a desire to conduct additional outdoor services during the upcoming summer months.

ALTERNATIVES

1. Approve waiver.
2. Do not approve waiver.

RECOMMENDATION Staff recommends approval of the request, subject to any applicable measures that must be taken to comply with the Governor's Executive Order.

ACTION REQUIRED Motion to approve the request for waiver of the Village's sound amplification ordinance.

ATTACHMENTS:

- Thrive Church Sound Waiver Request June 2020 Redacted

RESULT:	APPROVED BY VOICE VOTE BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

From: noreply@civicplus.com
To: [Victoria Cox](#); [Michael Jacobs](#); [Sue Bartels](#); [Kristin La Russo](#)
Subject: Online Form Submittal: Outdoor Sound Permit Application
Date: Friday, June 12, 2020 5:29:34 AM

Outdoor Sound Permit Application

Conditions & Restrictions

[Outdoor Sound Waiver Conditions and Restrictions](#)

Event Information

"This permit is intended for outdoor residential use only. This does not apply towards [Special Events](#)"

Address of Event 845 E. Glencoe Street

City Palatine

State IL

Zip Code 60074

Owner of Property Thrive Vineyard Church

Nature of Event Outdoor Church Service

Describe source of sound amplification: PA System, Guitarist/Singer & Teacher

Have all neighbors been notified? Yes

Date of Event 7/5/2020

Start & End Time 8:45 AM - 12:00 PM

Applicant Information

First Name Carley

Last Name LaPointe

Contact Address 217 W. Palatine Road.

City Palatine

State IL

Zip Code 60067

Contact Phone

[REDACTED]

Email

Carley@thrivevineyard.com

Email not displaying correctly? [View it in your browser.](#)

Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for First United Methodist Church at 123 N. Plum Grove Road

BACKGROUND Chapter 12, Article VIII of the Palatine Code of Ordinances prohibits outside sound amplification without first having secured a permit.

KEY ISSUES First United Methodist Church, located at 123 N. Plum Grove Road, would like to conduct occasional weekend worship services outdoors on the lawn of their property and are thus requesting a waiver of the sound amplification ordinance from now through September, 2020. While the initial request was for a single date, in speaking with the Church they have indicated a desire to conduct additional outdoor services during the upcoming summer months.

ALTERNATIVES

1. Approve waiver.
2. Do not approve waiver.

RECOMMENDATION Staff recommends approval of the request, subject to any applicable measures that must be taken to comply with the Governor's Executive Order.

ACTION REQUIRED Motion to approve the request for waiver of the Village's sound amplification ordinance.

ATTACHMENTS:

- First United Methodist Sound Waiver Request June 2020 Redacted

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

From: noreply@civicplus.com
To: [Victoria Cox](#); [Michael Jacobs](#); [Sue Bartels](#); [Kristin La Russo](#)
Subject: Online Form Submittal: Outdoor Sound Permit Application
Date: Tuesday, June 16, 2020 4:24:18 PM

Outdoor Sound Permit Application

Conditions & Restrictions

[Outdoor Sound Waiver Conditions and Restrictions](#)

Event Information

"This permit is intended for outdoor residential use only. This does not apply towards [Special Events](#)"

Address of Event	123 N Plum Grove Road
City	Palatine
State	IL
Zip Code	60067
Owner of Property	First United Methodist Church
Nature of Event	Outdoors Worship Service of 50 or less.
Describe source of sound amplification:	Small amplifier for voice and music
Have all neighbors been notified?	Yes
Date of Event	6/20/2020
Start & End Time	6:00 PM - 7:00 PM
Applicant Information	
First Name	Keck
Last Name	Mowry
Contact Address	123 N Plum Grove Road
City	Palatine
State	IL
Zip Code	60067

Attachment: First United Methodist Sound Waiver Request June 2020 Redacted (First United Methodist Church Sound Waiver)

Contact Phone

[REDACTED]

Email

keck@fumcpalatine.org

Email not displaying correctly? [View it in your browser.](#)

Motion to Approve an Ordinance Amending Chapter 11 Licenses, Permits and Regulations and Chapter 12 Offenses and Miscellaneous Provisions of the Village's Code of Ordinances

BACKGROUND:

Last year, the Illinois General Assembly adopted new legislation making it illegal for anyone to sell tobacco products to individuals under the age of 21. Further, the legislation prohibits anyone under the age of 21 from buying tobacco products. This included alternative nicotine products (more commonly known as the e-cigs). As a result of the legislative changes, updates to the Village's Code of Ordinances are necessary to reflect the State's changes related to selling, buying, and defining the alternative tobacco products.

The Village identified a loophole within the State's new statutes. While it is unlawful to sell to anyone under 21 and it is unlawful to purchase if you are under 21, there is no provision in the State statutes related to the possession of tobacco for those under the age of 21.

The possession of tobacco and other alternative nicotine products by individuals under 21 is something that the Police Department and Administration have recommended be prohibited by local ordinance, which can be achieved under the Village's Home Rule Authority. This would provide a very straightforward enforcement process and be clearly understood by those under the age of 21 that cannot buy the products. Violations would be a local ordinance ticket.

Additionally, amendments are necessary to the Village's Code of Ordinance related to the Adult Use Cannabis Act to align with the State statutes.

The Village Council discussed these issues during their June 15 Council Meeting and directed Staff to prepare the corresponding ordinance for approval.

ALTERNATIVES:

1. Approve the ordinance amending Chapter 11 and 12 of the Code of Ordinances.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the ordinance amending Chapters 11 and 12 of the Code of Ordinances.

ACTION REQUIRED:

A motion to approve the ordinance amending Chapters 11 and 12 of the Village's Code of Ordinances.

ATTACHMENTS:

- ORD. Ch. 11 & 18 Code Amendments
- Amendments to Ch. 11 Licenses, Permits and Business Regulations
- Amendments to Ch. 12 Offenses & Miscellaneous Provisions

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 11 LICENSES PERMITS AND BUSINESS
REGULATIONS, AND CHAPTER 12 OFFENSES AND MISCELLANEOUS
PROVISIONS OF THE CODE OF ORDINANCES OF THE
VILLAGE OF PALATINE**

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power, that:

SECTION 1: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 11, Licenses Permits and Business Regulations, Division 3 Cigarette and Tobacco Dealers, Section 11-144 Minors, and Section 11-145 Sales to Minors, Possession of Tobacco Products, which shall be read as indicated on Exhibit "A".

SECTION 2: That the Code of Ordinances, of the Village of Palatine, Illinois, as amended, be and the same is hereby further amended by amending Chapter 12, Offenses and Miscellaneous Provisions, Article XXVIII Drug Paraphernalia, Sections 12-319, Definitions; 12-320, Sales or Delivery of Drug Paraphernalia; 12-321, Possession of Drug Paraphernalia; 12-322, Exempt Items; 12-323, Forfeiture and Seizure of Prohibited Property; 12-324, Penalty, which shall be read as indicated on Exhibit "A".

SECTION 3: That the Village Clerk is directed to maintain a record of the modifications to the existing ordinance, all of which are indicated on Exhibit "A" (a redlined version of the modifications approved pursuant to this Ordinance).

SECTION 4: Section 1 of this ordinance shall be in full force and effect August 1, 2020 and Section 2 of this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk

this _____ of _____, 2020

Village Clerk

DIVISION 3. CIGARETTE AND TOBACCO DEALERS

Sec. 11-141. License required.

It shall be unlawful to engage in the sale at retail of cigarettes, cigars or tobacco in any form, or in any number without having obtained first a license therefor. Applications for such licenses shall be made to the clerk; and no such license shall be issued to any person who is not a person of good character, or to any corporation that is not represented in the village by a person of good character. (Code 1961, § 14.301)

Sec. 11-142. Fee.

The annual fee for such licenses shall be as provided in the fee schedule supplement to the Palatine Code of Ordinances. (Code 1961, § 14.302; Ord. No. O-48-83, § 1(19), 8-8-83)

Sec. 11-143. Sanitation.

Premises and buildings used for the sale of cigarettes, cigars or tobacco shall be kept in a clean and sanitary condition; the health officer shall investigate such places sufficiently often to insure compliance with the provisions of this section. (Code 1961, § 14.303)

Sec. 11-144. Minors.

It shall be unlawful to sell or give ~~cigarettes, cigars or tobacco~~ tobacco products, alternative nicotine products or electronic smoking devices to any person under ~~eighteen (18)~~ twenty-one (21) years of age. (Code 1961, § 14.304; Ord. No. 0-109-94, 8-22-94 §1)

Sec. 11-145. ~~Sale to minors, and~~ Possession of Tobacco Products, Alternative Nicotine Products or Electronic Smoking Devices.

(a) Possession. It shall be unlawful for any person under the age of ~~18~~ twenty-one (21) ~~years of age~~ to possess any tobacco products, alternative nicotine products or electronic smoking devices.

(b) Sales, delivery. It shall be unlawful for any person, including any licensee, to sell, offer for sale, give away or deliver tobacco products, alternative nicotine products or electronic smoking devices to any person under the age of twenty-one (21) ~~18 years of age~~.

(c) Purchase. It shall be unlawful for any person under the age of twenty-one (21) ~~18 years of age~~ to purchase tobacco products, alternative nicotine products or electronic smoking devices, or to misrepresent their identity or age, or to use false or altered identification for the purpose of purchasing tobacco products, alternative nicotine products or electronic smoking devices. (Ord. No. 0-109-94 §2 8-22-94)

**PALATINE CODE OF ORDINANCES – CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS**

ARTICLE XXVIII. DRUG PARAPHERNALIA

Sec. 12-319. Definitions.

As used herein, unless the context requires otherwise.

Cannabis. The term "cannabis" ~~shall include marijuana, hashish and other substances which are identified as including any parts of the plant Cannabis Sativa, the seeds thereof, the resin extracted from any part of such plant, whether growing or not, and any compound, manufacture, salt derivative, mixture or preparation of such plant, its seeds, or resin, including tetrahydrocannabinol (THC) and all other cannabinol derivatives~~ is defined in 720 ILCS 550/3(a) of the Cannabis Control Act, and Section 1-10 of the Cannabis Regulation and Tax Act.

Controlled Substance. The term "controlled substance" shall have the meaning ascribed to it in Section 102 of the "Illinois Controlled Substances Act" (720 ILCS 570/102), as if that definition were incorporated herein.

Deliver or Delivery. The terms "deliver" or "delivery" mean the actual, constructive or attempted transfer of possession, with or without consideration, whether or not there is an agency relationship.

Drug Paraphernalia. The term "drug paraphernalia" means all equipment, products and materials of any kind which are peculiar to and marketed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body cannabis or a controlled substance in violation of the Cannabis Control Act and the Cannabis Control Regulation and Tax Act, ~~or the Illinois Controlled Substances Act, or Palatine Ordinance Section 12-29. Possession of marijuana prohibited.~~ Drug Paraphernalia includes, but is not limited to:

1. Kits peculiar to and marketed for use in manufacturing, compounding, converting, producing, processing or preparing cannabis or a controlled substance.
2. Isomerization devices peculiar to and marketed for use in increasing the potency of any species of plant which is cannabis or a controlled substance.
3. Testing equipment peculiar to and marketed for private home use in identifying or in analyzing the strength, effectiveness or purity of cannabis or controlled substance.
4. Diluents and adulterants peculiar to and marketed for cutting cannabis or a controlled substance by private persons.
5. Objects peculiar to and marketed for use in ingesting, inhaling, or otherwise introducing cannabis, cocaine, hashish, or hashish oil into the human body including, where applicable, the following items:

**PALATINE CODE OF ORDINANCES – CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS**

- a. water pipes
- b. carburetion tubes, pipes and devices
- c. smoking and carburetion masks
- d. miniature cocaine spoons and cocaine vials
- e. electric pipes
- f. air-driven pipes
- g. chillums
- h. bongs
- I. ice pipes or chillers
- j. roach clips

6. Any item whose purpose, as announced or described by the seller, is for use in violation of this Ordinance.

Sec. 12-320. Sale or Delivery of Drug Paraphernalia

(a) It is unlawful for any person to keep for sale, offer for sale, sell, or deliver for any commercial consideration any item of drug paraphernalia.

(b) Any store, place, or premises from which or in which any item of drug paraphernalia is kept for sale, offered for sale, sold, or delivered for any commercial consideration is declared a public nuisance.

Sec. 12-321. Possession of drug paraphernalia

(a) It is unlawful for any person to knowingly possess an item of drug paraphernalia with the intent to use it in ingesting, inhaling, or otherwise introducing ~~cannabis or~~ a controlled substance into the human body, or in preparing ~~cannabis or~~ a controlled substance for that use.

(b) In determining intent under subsection (a), the trier of fact may take into consideration the proximity of the ~~cannabis or~~ controlled substance to drug paraphernalia or the presence of ~~cannabis or~~ controlled substance on the drug paraphernalia.

Sec. 12-322. Exempt items

(a) Items marketed for use in lawful research, teaching or chemical analysis of cannabis and not for sale.

(b) Items marketed for, or historically and customarily used in connection with the use of tobacco or any other lawful substance, to include, but not limited to, garden hoses, rakes, sickles, baggies, tobacco pipes, and cigarette rolling papers.

(c) Items used for decorative purposes providing such items have been rendered completely inoperable or incapable of being used for any illicit purposes prohibited in this Ordinance.

(d) Items used exclusively for the consumption of recreational cannabis by a person 21 years of age or older, or a person possessing a medical cannabis license.

Sec. 12-323. Forfeiture and seizure of prohibited property

(a) All drug paraphernalia is subject to forfeiture when found in violation of village ordinance.

**PALATINE CODE OF ORDINANCES – CHAPTER 12
OFFENSES AND MISCELLANEOUS PROVISIONS**

(b) Property subject to forfeiture may be seized by any police officer upon process issued by a court having jurisdiction.

(c) Seizures may be made by police officers if there is probable cause to believe that the property has been used to introduce cannabis or a controlled substance into the human body, or has cannabis or a controlled substance on it, including its residue, or is dangerous to health or safety and existing circumstances do not allow reasonable time for the officer to obtain lawful process, in violation of the Cannabis Control Act and Cannabis Regulation and Tax Act.

(d) The presence of items which are deemed ~~violative to be violations~~ of this Ordinance, or are otherwise subject to its forfeiture provisions in an inventory, shall not subject the entire inventory to seizure or forfeiture.

(e) When property is seized under this Ordinance, the Chief of Police may have the property removed to a place designated by him.

(f) The Circuit Court shall determine the validity of any seizures made under this Ordinance and determine the disposition of all seized property.

(g) When property is forfeited under this Ordinance, the Chief of Police may retain the property for official use or have the property destroyed.

Sec. 12-324. Penalty

Any person who is found guilty of violating ~~section 12-320 or 12-321~~ this Article shall be ~~subject to a fine of not less than two hundred (\$200.00) dollars nor more than one thousand (\$1,000.00) dollars for each separate occurrence~~ finned according to the fees listed in the Village Fee Schedule.

Consider a Supplemental Resolution Appropriating \$162,445 of Motor Fuel Tax Funds for the Rehabilitation of Rohlwing Road

BACKGROUND:

Rohlwing Road, from Palatine Road to Cunningham Drive, is scheduled to be rehabilitated in the 2020 Capital Plan. The scope of rehabilitation work includes drainage improvements, curb and gutter removal and replacement, base repairs, and installation of new asphalt.

The Illinois Department of Transportation recently notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide local public agencies with funds for capital projects. The Village has been awarded \$753,029.34 for a capital improvement. A resolution was recently passed appropriating these dollars for use for this project.

Savings in the roadway resurfacing program (\$162,445) allow for motor fuel tax (MFT) resources to be redirected to this project. Rebuild Illinois Funds and MFT dollars can be used first for eligible items and then local dollars can support any balance as originally indicated when the contract was awarded. In order to reallocate and expend these funds, the State requires that a supplemental resolution be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds.

KEY ISSUES:

- Reconstruction activities include removal of all the asphalt pavement, base and sub-base repair and/or replacement, spot curb and gutter replacement, spot sidewalk replacement, and drainage improvements.
- Reassigning resources saved in the resurfacing program to this project will allow for further improvements including an expanded curb and gutter replacement and full depth pavement patching which are anticipated.
- This supplemental resolution appropriates \$162,445 of MFT dollars for the Rohlwing Road Improvements.

ALTERNATIVES:

1. Approve the resolution appropriating Motor Fuel Tax funds in the amount of \$162,445 for the reconstruction of Rohlwing Road.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution appropriating \$162,445 of Motor Fuel Tax funds for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Cunningham Drive, be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$162,445 of Motor Fuel Tax funds for the reconstruction of Rohlwing Road, from Palatine Road to Cunningham Drive.

ATTACHMENTS:

- IDOT Supplemental Resolution

RESULT:	ADOPTED BY VOICE VOTE [UNANIMOUS]
MOVER:	Greg Solberg, District 4 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms



Resolution for Improvement
Under the Illinois Highway Code



Is this project a bondable capital improvement?

☐ Yes ☐ No

Resolution Type

Supplemental

Resolution Number

Section Number

20-00108-00-RS

BE IT RESOLVED, by the Council

Governing Body Type

of the Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Rohlwing Road	1.49	N/A	Cunningham Drive	Palatine Road

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Roadway rehabilitation including drainage improvements, curb and gutter removal and replacement, base repairs, and installation of new asphalt.

2. That there is hereby appropriated the sum of One hundred sixty two thousand four hundred forty five and no cents ---

----- Dollars (\$162,445.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Marg Duer

Name of Clerk

Village

Local Public Agency Type

Clerk in and for said Village

Local Public Agency Type

of Palatine

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

Governing Body Type

of Palatine

Name of Local Public Agency

at a meeting held on June 22, 2020

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____ .

(SEAL)

Clerk Signature

Date

Approved

Regional Engineer

Department of Transportation

Date

Consider a Motion to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for the Design and Construction of a Water System Interconnection

BACKGROUND:

The Village of Palatine and the Village of Hoffman Estates conducted a Phase I engineering study to evaluate the water distribution systems of both Villages for installation of an emergency water interconnection. This study identified a mutually beneficial connection alternative. Easements were obtained from the Little City property between the Village's to accommodate this improvement. The interconnection when constructed could provide emergency water flows between the two Villages ranging from 1.4 to 2.2 million gallons per day (MGD).

KEY ISSUES:

- The agreement proposes that all costs from design engineering through final construction acceptance will be shared equally. The estimated total cost for this improvement is \$1,500,000.
- The Village's cost estimate for this improvement is \$750,000. As a member of the Northwest Water Commission, it is anticipated 50% of the Village's construction cost would be eligible for reimbursement from the Commission. This would result in an approximate \$300,000 reimbursement.
- Hoffman Estates will act as the lead agency in the design engineering and the Village would reimburse at 50%. The Village of Palatine would then act as the lead agency in the construction and construction engineering with Hoffman Estates reimbursing for 50%.
- The Village of Palatine's typical water demand is 7 MGD. The Village has an existing water interconnection with the City of Rolling Meadows that could flow approximately 2 MGD. The proposed interconnection with Hoffman Estates would be similar size and could allow the Village of Palatine to accommodate more than half of our normal day demand during an emergency.
- Both Hoffman Estates and Rolling Meadows receive their Lake Michigan water supply from the Northwest Suburban Municipal Joint Action Water Agency which has a separate connection to Lake Michigan and separate delivery pipe line from the Northwest Water Commission, therefore increasing reliability for the Villages should either supplier experience a service interruption.

ALTERNATIVES:

1. Approve the Intergovernmental Agreement with the Village of Hoffman Estates for the water system interconnection.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the intergovernmental agreement.

BUDGET IMPACT:

The cost of this intergovernmental agreement has been budgeted in the Capital Improvement Plan from the Water Fund.

ACTION REQUIRED:

Motion to approve the intergovernmental agreement between the Village of Palatine and the Village of Hoffman Estates.

ATTACHMENTS:

- Hoffman Interconnect Final Version
- Hoffman Interconnect Engineering
- Final Emergency Interconnect Letter Report 2-12-2020

RESULT:	APPROVED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

**WATER SERVICE
INTERCONNECT AGREEMENT
BETWEEN THE VILLAGE OF PALATINE
AND THE
VILLAGE OF HOFFMAN ESTATES**

This agreement, entered into this _____ day of _____, 2020, between the Village of Palatine (“Palatine”) and the Village of Hoffman Estates (“Hoffman Estates”) (hereinafter collectively “Parties” and individually “Party”), provides as follows:

Section 1:	Recitals
Section 2:	Purpose
Section 3:	Definitions
Section 4:	Allocation/Provision
Section 5:	Cost Sharing
Section 6:	Cooperation and Facility Ownership
Section 7:	Maintenance/Service
Section 8:	Buildings (internal and external amenities)
Section 9:	Communication
Section 10:	Landscape
Section 11:	Billing
Section 12:	Regulatory Compliance
Section 13:	Response Times
Section 14:	Activation of the Interconnect (Water Flow and Water Rates)
Section 15:	Rights of Amendment and Termination
 Appendix A:	 Site/Civil Plans
Appendix B:	Contract List
Appendix C:	Start-Up Procedures (Baxter & Woodman Consulting Engineers)

Section 1: Recitals

- A. The Parties are units of local government of the State of Illinois serving the health, welfare and safety needs of the residents of the Village of Palatine and the Village of Hoffman Estates.
- B. Each of the Parties desire to enter into a cooperative effort in the design, construction, equipping, furnishing, ownership, maintenance, and operation of a water service interconnect to serve both communities, including related improvements, which will enable the Parties to provide emergency water supply to each other.
- C. The Illinois Constitution, Article VII “Local Government”, Section 10 “Intergovernmental Cooperation”, states “Units of local government and school districts may contract or otherwise associate among themselves, with the State, with other states and their units of local government, and with the United States to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or by ordinance. Units of local government may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or by ordinance. Participating units of government may use their credit, revenues, and other resources to pay costs and to service debt related to intergovernmental activities.”
- D. The Illinois Compiled Statutes (5 ILCS 220/1 *et seq.*, as amended) titled “Intergovernmental Cooperation Act” includes Section 3 (5 ILCS 220/3) titled “Intergovernmental Cooperation” which states “Any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State and jointly with any public agency of any other state or of the United States to the extent that laws of such other state or of the United States do not prohibit joint exercise or enjoyment and except where specifically and expressly prohibited by law.”
- E. Each of the Parties has individual statutory power and authority to design, construct, equip, furnish, own, maintain, and operate a water pumping service station, and to contract with other persons for that purpose, and accordingly the power and authority to do so jointly by virtue of the authorities cited herein.
- F. Each of the Parties, by proper authorization of its governing body, has approved such Party’s entry into this Water Service Interconnect Agreement (“Agreement”).

Section 2: Purpose

The Village of Palatine and the Village of Hoffman Estates have a long tradition of providing outstanding services to customers. To continue to provide excellent municipal services, it is essential the cooperative spirit between agencies remains strong. The stakeholders and leaders within the Parties’ communities have an expectation that the Parties work to stretch the public dollar to its furthest. This unique opportunity proves an example of both units of local government working together to maximize their investments and offer their employees and customers a functional and professional facility to provide critical water service backups. The purpose of this Agreement is to clarify and define the cooperative efforts toward an emergency water interconnect system as the Parties are publically responsible to the residents and businesses of Palatine and Hoffman Estates.

This Agreement was made in recognition of the fact that there may be cost savings, as well as increased efficiencies and critical backup water service to both governmental bodies by entering into this Agreement. In adopting this Agreement, each Party expresses its intent to recognize its own responsibilities in the operation of this water service interconnect.

Accordingly, the Parties acknowledge that each Village's Department of Public Works is accountable to a different authority and at times there may be competing or even conflicting goals. With that in mind, the following guidelines have been developed to maintain a level of professionalism and to provide the infrastructure and Facility with an effective working agreement.

Section 3: Definitions

In consideration of the foregoing preambles (which are incorporated in this Agreement by reference) and the mutual covenants hereinafter contained, the Parties agree as follows:

1. This Agreement hereafter may be referred to and cited as the "Water Service Interconnect Agreement between the Village of Palatine and the Village of Hoffman Estates".
2. The Parties acting jointly shall themselves and through contracts with third parties, as appropriate, design, construct, equip, furnish, own, maintain, and operate a Water Utility Service Pumping Station and Interconnection Service facility and related improvements (collectively, the "Facility").
3. Considering that the physical location of the pumping structure is within the Village limits of Hoffman Estates, intrusion alarms will be responded to by the Hoffman Estates Police Department, and fire alarms will be responded to by the Hoffman Estates Fire Department.
4. In the event of any such intrusion or fire alarms, the Hoffman Estates Public Works Department will be the first to be contacted. Palatine Public Works will respond in a secondary manner if requested by a responding department identified in Paragraph 3.
5. All Parties agree to comply with all applicable laws regulating public contracts.

Section 4: Allocations and Provisions

The allocation of cost for, and the provisions for acquiring service regarding all improvements and/or repairs to equipment, facilities, supplies, accessories or infrastructure, are as follows:

Areas identified as dedicated equipment will be improved, repaired, and maintained at 100% cost to the Party identified as maintaining said equipment.

Repairs in excess of \$20,000 will be reviewed for joint participation. If the Parties cannot agree on a specific allocation based on the type of repair, a cost split of 50% to Palatine and 50% to Hoffman Estates will be used.

Section 5: Cost Sharing

Cost for additions, repairs, improvements, or other work to or on the Facility and equipment housed therein dedicated to water pumping that is not defined as dedicated equipment shall be paid for by the Village of Hoffman Estates with reimbursement from Palatine of fifty percent (50%) of the total invoiced cost, as stated in Section 4 above.

For the purposes connected with the Facility, Palatine is hereby designated as the “Fiscal Agent”. In that capacity subject to the terms and conditions provided in this Agreement, Palatine shall pay for the cost of bidding, constructing, equipping, furnishing, maintaining and operating the Facility for which it shall receive contributions or reimbursement from Hoffman Estates in accordance with the following cost sharing percentages or breakdowns derived from the policy:

- A. For cost of architect and engineer services in the design, Hoffman Estates will be the lead agency, and the Parties will contribute as follows:

Palatine	50% (as reimbursement)
Hoffman Estates	50%

- B. For Cost of Facility construction of equipment and infrastructure the Parties will contribute as follows:

Palatine	50%
Hoffman Estates	50% (as reimbursement after construction)

- C. For cost of maintenance of the building exteriors and equipment, structural integrity, and building systems, including, but not limited to: HVAC, water, sewer, gas, electrical, time, communication, telephone, security, the Parties shall contribute as follows:

Palatine	50% (as reimbursement annually)
Hoffman Estates	50%

Section 6: Cooperation and Facility Ownership

- A. The methodology for computing and allocating construction costs will be based upon a third party estimate agreed to by both Parties.
- B. Both Parties may participate in and shall be given reasonable advance notice of all meetings between either Party and the Architects, Engineers, Contractors, or others in connection with the planning, designing, constructing, equipping and furnishing of the Facility and shall have the right of prior review and approval of any and all contracts and amendments or revisions to contracts, by change order or otherwise, for goods or services in connection with which either Party has any direct or indirect monetary obligation by way of contribution, reimbursement, maintenance or otherwise.
- C. All Parties will utilize their best efforts to provide copies of all written communications between or among Architect, Engineer, and/or other persons providing goods or services for the Facility, including without limitation: correspondence, memoranda, field reports, and test results, which shall be transmitted to either Party contemporaneous with their transmittal.
- D. The construction budget for the Facility, design drawings, bid documents prepared by or on behalf of the Architect, Engineer, and equipment and furnishings, date sheets, drawings or specifications for the Facility and similar materials will be made available to both Parties with their transmittal or availability to the other Party, and shall be subject to both Parties’ written approval prior to their use in connection with the Facility.

- E. If the Parties are unable to agree on any matter which requires approval or agreement of the Parties, then that matter may be submitted to an arbitrator or any court of competent jurisdiction in the State of Illinois.
- F. The portion of the Facility within the Village of Hoffman Estates with respective ownership interest of the Parties being as follows: Hoffman Estates – 100%, however, that no action with respect to the Facility may be taken without the prior approval of both Parties. Such approval will not be unreasonably withheld. The Village of Palatine will be the owner and maintainer of the portion of the Facility located outside of Hoffman Estates (both within the Village of Palatine and in unincorporated Cook County).
- G. For all purposes relating to this Agreement, the Village Manager of each Party or its designee shall be the designated representative of Palatine and Hoffman Estates, respectively.
- H. The Facility shall not be sold or otherwise disposed of in whole or in part nor may any rights to use or occupancy be given to third parties except by mutual written agreement of the Parties. Any infrastructure defined herein as exclusive to one Party is not subject to this provision.
- I. Palatine, as part of its responsibilities as Fiscal Agent, shall maintain insurance so as to protect both Parties in the event of loss from fire, flood, tornado, or other disaster, natural or man-made during construction and until project acceptance. Such insurance shall be limited to coverage of the buildings, structures, fixed equipment and accoutrements or accessories as part thereof; and shall be further limited to simple replacement without additional damages of any kind. Thereafter, Hoffman Estates shall maintain similar insurance. Palatine shall be named co-insured, and shall have the right to participate in the selection of specific coverage, and shall contribute to the cost of such coverage at the rate of: Palatine – 50% and Hoffman Estates – 50%. Any other form of insurance or increased insurance coverage desired by either Party shall be the right and sole responsibility of that Party to procure and maintain.
- J. Each of the Parties shall indemnify and hold harmless the other Party against any loss, responsibility, or liability of any kind resulting from or through any act, action, or suit whatsoever and whether such operations or actions were normal, wrongful, negligent or in breach or compliance with this Agreement. Nothing contained in this Agreement shall constitute a waiver by the Village of any right, privilege or defense available to the Village under statutory or common law, including, but not limited to the Illinois Local Governmental and Governmental Employees Tort Immunity Act. 745 ILCS 10/1-101 *et seq.*, as amended.
- K. Should either Party desire to add or otherwise further improve the Facility beyond the scope or the original construction, the cost responsibilities and all other factors shall be determined in accordance with the terms of the Agreement and by whether the addition or improvement is exclusive use or common. All such additions and/or improvements shall be with the mutual consent and approval in writing of both Parties. If the addition or improvement is for the exclusive use of one Party, then the cost of the addition or improvement shall be the sole responsibility of the Party desiring the addition or improvement. If the addition or improvement is for common use of both Parties, then the cost of the addition or improvement shall be the joint responsibility of both Parties with each contributing as follows: Palatine – 50% and Hoffman Estates – 50%. All such improvements whether exclusive use or common shall be subject to the terms and conditions of this Agreement upon completion of such additions or improvements.

- L. In areas as herein identified to be exclusive use, minor and non-structural remodeling shall not be subject to Section 6-K above.
- M. Nothing in this Agreement or otherwise shall limit or shall be construed to limit the Parties' right to mutually change, modify, amend, or terminate this Agreement. This Agreement shall be in full force and effect and binding equally upon both Parties until such time as it is changed, modified, amended, or terminated by mutual consent and Agreement in writing and signed by both of the herein defined Parties' authorized representatives.

Section 7: Maintenance/Service

All general in-house maintenance on-site at the Facility within the Village of Hoffman Estates will be performed by Hoffman Estates, with a minimum service level to keep the Facility and its equipment in service. All maintenance and service will comply with all local, state, and federal safety guidelines. Maintenance costs shall be subject to Section 5(C) above.

Section 8: Buildings (internal and external amenities)

Hoffman Estates agrees to maintain the Facility within its corporate limits to code standards and safety regulations in general and specifically as spelled out in the Cost Sharing, Regulatory Compliance, Maintenance/Service, and Response Times Sections of this Agreement. The maintenance standards shall be documented and agreeable by both Parties. Palatine shall have the right to inspect the Facility upon request at a reasonable time.

Section 9: Communication

Both Parties will designate representatives to meet at least twice annually to review the Agreement, budgetary items that impact both Parties, and/or any items either Party has a need to discuss with the opposite Party. The meetings shall be in April and October of each year.

This section shall not limit the ability of either Party to call a meeting for any reason at any point during the calendar year.

Section 10: Landscape

Landscaping the grounds of the Facility within Hoffman Estates shall be the responsibility of Hoffman Estates. Recognizing that the Facility is a public building, located outside its own village limits, Palatine waives all landscaping input and responsibilities (other than for Palatine's share of the reimbursable costs associated with the landscaping) for the Facility.

Section 11: Billing

The maintenance and operation of the Facility requires bills to be paid by both Palatine and Hoffman Estates. For any maintenance or operation of the Facilities' equipment, acting as the Fiscal Agent, Palatine will pay all bills during construction and Hoffman Estates will reimburse Palatine for the share as explained in the above sections. Palatine shall make a good faith effort to present bills for said work to Hoffman Estates in a timely manner. Hoffman Estates shall make a good faith effort to reimburse Palatine in a timely manner.

This section does not waive either Party's duty to send, receive, or pay bills or invoices if timely invoices or billing are not available each month. A missed invoice or bill by either Party does not excuse the other Party from reimbursing said Party.

Any bills that are not paid and or being disputed shall be remedied through due process. If both Parties do not come to an agreement, the matter will be submitted to an arbitrator or court of competent jurisdiction in the State of Illinois.

Section 12: Regulatory Compliance

Both Parties agree to abide by all federal, state and local statutes, regulations and ordinances.

Section 13: Response Times

If the need arises to flow water to either community in a time of emergency need, a call-out list will be furnished, listing the names and contact numbers during normal work hours and after hours of normal operation. As personnel changes, an updated list should be provided to each Party's Public Works Director.

At any time during routine scheduled inspections or other, a problem is noted that needs attention, a repair request will be dated and forwarded to both Parties. If the repair is considered an emergency, the site will be monitored by whoever came upon the situation until a qualified individual responsible for the repair arrives. All Parties shall keep open communication of the process during and after the repair has been completed. Repairs will be made in a timely manner unless parts and materials are not readily available. At that time a mutually agreed upon direction will be made between Parties. If a mutually agreed upon time frame is not able to be reached, Palatine, as Fiscal Agent, shall proceed to rectify the issue and proceed with the administration and processing of any and all related billing or invoices per this Agreement.

All emergencies shall be responded to by Hoffman Estates and Palatine within a two hour time frame, or less, from the time of notification. All matters related to this Facility and its operational impacts will hold the utmost urgency in Hoffman Estates and Palatine response times.

Section 14: Activation of the Interconnect (Water Flow and Water Rates)

Below is the protocol/procedure if and when the interconnect is requested to be activated:

- A. A call out to the other community representative requesting to activate the interconnect water source.
- B. Receive appropriate approvals, from both communities, prior to the activation of the interconnect water system.
- C. Upon approval, both community representatives shall be on site to activate the interconnect water system.
- D. Both communities shall maintain continuous communications and monitoring of the interconnect water flow during the activation period.
- E. If any unusual circumstances arise during the interconnect water flow period, either Party may exercise its right to cease the interconnect water flow. This request shall be communicated to the other Party prior to taking any action. If the other Party is not responsive, the requesting Party will take appropriate action as deemed necessary.

- F. Water rates will be consistent with the wholesale water rates paid by the community providing water. Water usage shall be billed according to the system water meter. These rates will adjust annually and will be directly associated with the rates charged by the community's water provider.
- G. Upon activation of the interconnect, the Party providing the water will execute any water bills, as a result of the activation of the interconnect system. If Palatine has requested to flow water to its community, Palatine will reimburse Hoffman Estates for the water used. If Hoffman Estates has requested to flow water to its community, Hoffman Estates will reimburse Palatine for the water used. Hoffman Estates shall make a good faith effort to present bills for said work to Palatine in a timely manner. Palatine shall make a good faith effort to reimburse Hoffman Estates in a manner. This section does not waive either Party's duty to send, receive, or pay bills or invoices if timely invoices or billing are not available each month. A missed invoice or bill by either Party does not excuse the other Party from reimbursing said Party.
- H. Both Parties shall adhere to the start-up procedures provided by the design engineering consultant to be created prior to commencing with construction and made part of this agreement by appendix prior to completion of construction.

Section 15: Rights of Amendment and Termination

Nothing in this Agreement or otherwise shall or shall be construed to limit each Party's rights to mutually change, modify, amend, or terminate this Agreement. This Agreement shall be in full force and effect and binding equally upon both Parties for a period of at least 20 years or until such time as it is changed, modified, amended, or terminated by mutual consent and agreement in writing and signed by each Party's authorized representative, whichever is later.

In witness whereof, the Parties hereto have caused this Agreement to be executed by their respective authorized representatives pursuant to Resolutions duly and properly adopted by the governing bodies of the respective Parties hereto.

Village of Palatine

Village of Hoffman Estates

Jim Schwantz, Mayor of Palatine

William D. McLeod, Village President

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE
DESIGN AND CONSTRUCTION ENGINEERING SERVICES
ENGINEERING SERVICES AGREEMENT

THIS IS AN AGREEMENT effective as of _____, _____ (“Effective Date”) between Village of Hoffman Estates, Illinois (“Owner”) and Baxter & Woodman, Inc. (“Engineer”).

Owner’s Project, of which the Engineer’s services under this Agreement are a part, is generally identified in Exhibit A (“Project”), attached hereto and incorporated herein by this reference.

Owner and Engineer in consideration of their mutual covenants set forth herein agree as follows:

1. SERVICES OF ENGINEER

- 1.1 Engineer shall provide, or cause to be provided, if part of its scope, the services set forth herein and in Exhibit B, attached hereto and incorporated herein by this reference.

2. OWNER’S RESPONSIBILITIES

- 2.1 Provide the Engineer with all criteria and full information as to the Owner’s requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, and any budgetary limitations; and furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications, and furnish copies of Owner’s standard forms, conditions, and related documents for Engineer to include in the Bidding Documents, when applicable.
- 2.2 Furnish the Engineer all available information pertinent to the Project including reports and data relative to previous designs, existing conditions, or investigations at or adjacent to the Site.
- 2.3 Furnish or otherwise make available additional project related information and data as is reasonably required to enable Engineer to complete the Project.
- 2.4 Owner warrants that all known hazardous materials on or beneath the site have been identified to the Engineer. The Engineer shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials. The Engineer shall not be required by the Owner to provide certifications that soils, including soil mixed with other clean construction or demolition debris, are or are not contaminated unless this service is set forth in Exhibit B.

- 2.5 The Engineer will rely, without liability, upon the accuracy and completeness of all information furnished by the Owner, including its consultants, contractors, specialty contractors, manufacturers, suppliers, and publishers of technical standards pursuant to this Agreement without independently verifying the information.
- 2.6 The Engineer may reasonably rely on the express and implied representations made by contractors, manufacturers, suppliers, and installers of equipment, materials, and products required by the construction documents as being suitable fit for their intended purposes and compliant with the construction documents and applicable project requirements.
- 2.7 Arrange for safe access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services under this Agreement.

3. **SCHEDULE FOR RENDERING SERVICES**

- 3.1 Engineer is authorized to begin services as of the Effective Date.
- 3.2 Engineer shall complete its obligations within a reasonable time. Specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided in Exhibit B, and are hereby agreed to be reasonable.
- 3.3 If Owner authorizes changes in the scope, extent, or character of the Project, then the time for completion of Engineer's services, and the rates and amounts of Engineer's compensation shall be adjusted equitably.
- 3.4 If the Engineer is hindered, delayed or prevented from performing under the Agreement as a result of any act or neglect of the Owner (or those for whom the Owner is responsible) or force majeure, the time for completion of the Engineer's work shall be extended by the period of the resulting delay and the rates and amounts of Engineer's compensation shall be adjusted equitably. Force majeure includes, but is not limited to acts of God, wars, terrorism, strikes, labor walkouts, fires, natural disasters, or requirements of governmental agencies.

4. **COMPENSATION, INVOICES AND PAYMENTS**

- 4.1 The Owner shall pay the Engineer for Design Services performed or furnished under Exhibit B, Sections 1 through 10 based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which will not exceed \$85,900.00, and under Exhibit B, Construction Services, Sections 11 through 15 a not to exceed amount of \$88,150.00 for General Construction Administration and Full Time Field Observation or \$61,850.00 for General Construction Administration and Part Time Field Observation, Engineer's Project No. 170116.00. The Engineer may

adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.

- 4.2 The Engineer may submit requests for periodic progress payments for services rendered. Payments shall be due and owing by the Owner in accordance with the terms and provisions of the Local Government Prompt Payment Act, Illinois Compiled Statutes, Ch.50, Sec. 505, et. Seq.; and if Owner fails to comply, the Engineer may, after giving seven (7) days written notice to the Owner, suspend services under this Agreement until the Engineer has been paid in full all amounts due for services, expenses, and late payment charges as provided in such Act.
- 4.3 The Owner may, at any time, by written order, make changes to the scope of this Agreement, which changes shall not become effective unless and until Engineer issues its written acceptance of same. If such changes cause an increase or decrease in the Engineer's fee or time required for performance of any services under this Agreement, an equitable adjustment shall be made and this Agreement shall be modified. No service for which added compensation is to be charged will be provided without first obtaining written authorization from the Owner. The parties further agree that if elements of the scope are reduced or eliminated by the Owner, then the Owner agrees to waive, forgive, release, and hold harmless the Engineer from all claims, causes of action, and damages arising from those reduced and/or eliminated services. The Engineer shall not be responsible for the changes made to the project documents by the Owner, contractor, or others without the Engineer's prior review and written approval.

5. **OPINION OF PROBABLE CONSTRUCTION COSTS**

- 5.1 The Engineer's opinion of probable construction costs, if included in its scope of services, represents its reasonable judgment as a professional engineer. The Owner acknowledges that the Engineer has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. The Engineer cannot and does not warranty or guarantee that proposals, bids, or actual construction costs will not vary from the Engineer's opinion of probable cost. Engineer shall not be responsible for any cost variance.

6. **ENGINEER'S PERFORMANCE**

- 6.1 The standard of care for all professional engineering and related services performed or furnished by the Engineer under this Agreement will be the care and skill ordinarily used by members of Engineer's profession practicing under similar circumstances at the same time and in the same locality on similar projects. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services.

- 6.2 Engineer shall be responsible for the technical accuracy of its services and its instruments of service resulting therefrom, and Owner shall not be responsible for discovering deficiencies, if any, in them. Engineer shall correct known deficiencies in its instruments of service without additional compensation except to the extent such action is directly attributable to deficiencies, errors or omissions in Owner-furnished information.
- 6.3 The Engineer will use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards as of this Agreement's Effective Date. Changes to these requirements after the Effective Date of this Agreement may be the basis for modifications to Owner's responsibilities or to Engineer's scope of services, times of performance, or compensation, which shall be adjusted equitably.
- 6.4 Engineer may employ such sub-consultants as Engineer deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive written objections by the Owner.
- 6.5 Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.
- 6.6 Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work.
- 6.7 Engineer shall not provide or have any responsibility for surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction or surety bonding requirements.
- 6.8 Engineer is not acting as a municipal advisor as defined by the Dodd-Frank Act. Engineer shall not provide advice or have any responsibility for municipal financial products or securities.
- 6.9 Engineer shall not be responsible for the acts of omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- 6.10 Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
- 6.11 Engineer's site observation shall be at the times agreed upon in the Exhibit B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address.

7. **INSURANCE**

- 7.1 For the duration of the Project, the Engineer shall procure and maintain the following insurance coverage and Certificates of Insurance will be provided the Owner upon written request. The insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(1)	Worker's Compensation	Statutory Limits
(2)	General Liability	
	Per Claim/Aggregate	\$1,000,000/\$2,000,000
(3)	Automobile Liability	
	Combined Single Limit	\$1,000,000
(4)	Excess Umbrella Liability	
	Per Claim/ Aggregate	\$5,000,000/\$5,000,000
(5)	Professional Liability	
	Per Claim and Aggregate	\$5,000,000/\$5,000,000

- 7.2 Notwithstanding any other provisions of this Agreement, and to the fullest extent permitted by law, the total liability, of the Engineer and their officers, directors, employees, agents, or consultants to anyone claiming by, through or under Owner for any claims, losses, costs, or

damages arising out of, resulting from, of in any way related to the Project or the Agreement for any claim or cause of action, including but not limited to the negligence, professional errors or omissions strict liability, breach of contract, indemnity, subrogation or warranty (express or implied), hereafter referred to as the "Claims", shall not exceed the total remaining insurance proceeds available under the terms and conditions of Engineer's responding insurance policy.

8. **INDEMNIFICATION AND MUTUAL WAIVER**

- 8.1 To the fullest extent permitted by law, Engineer shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages arising out of or relating to the Project, provided that such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by the Engineer's negligent acts or omissions.
- 8.2 Owner shall indemnify and hold harmless the Engineer and its officers, directors, employees, agents and consultants from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such claims, costs, losses, or damages are attributable to bodily injury, sickness, disease, or death of, or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by the negligent acts or omissions of Owner or its officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner with respect to this Agreement and/or to the Project.
- 8.3 To the fullest extent permitted by law, Owner and Engineer waive against each other, and the other's employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, exemplary, or consequential damages arising out of, resulting from, or in any way related to the Project or Engineer's services.
- 8.4 In the event claims, losses, damages or expenses are caused by the joint or concurrent fault of the Engineer and Owner, they shall be borne by each party in proportion to their respective fault, as determined by a mediator or court of competent jurisdiction.
- 8.5 The Owner acknowledges that the Engineer is a business corporation and not a professional service corporation, and further acknowledges, accepts, and agrees that the Engineer's officers, directors, and employees shall not be subject to any personal liability for services provided under this Agreement.

9. **TERMINATION**

- 9.1 This Agreement may be terminated, in whole or in part, by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Owner may terminate this Agreement, in whole or in part, for its convenience. However, no such termination will be effective unless the terminating party gives the other party (1) not less than ten (10) business day's written notice by certified mail of intent to terminate, and (2) an opportunity for a meeting with the terminating party to resolve the dispute before termination.
- 9.2 If this Agreement is terminated by either party, the Engineer shall be paid for services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Owner will receive reproducible copies of Drawings, Specifications and other documents completed by the Engineer up to the date of termination.

10. **USE OF DOCUMENTS**

- 10.1 All documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by Engineer to Owner pursuant to this Agreement) are instruments of service in respect to this Project, and Village shall not have the right to use such plans or specifications on any other project or for extensions of this project without the express written consent of the Consultant. Any unauthorized use of the plans and specifications or any other information, documents or materials provided by Consultant shall be at Village's sole risk and without liability to Consultant and Consultant's consultants. Owner shall not rely in any way on any document unless it is in printed form, signed or sealed by the Engineer or one of its consultants.
- 10.2 Either party to this Agreement may rely that data or information set forth on paper (also known as hard copy) that the party receives from the other party by mail, hand delivery, or facsimile, are the items that the other party intended to send. Information in electronic format or text, data, graphics, or other types that are furnished by one party to the other are furnished only for convenience and not for reliance by the receiving party. The use of such electronic files will be at the user's sole risk. If there is a discrepancy between the electronic files and the hard copies, the hard copies will govern.
- 10.3 Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests and/or procedures within 60 calendar days of receipt, after which the receiving party shall be deemed to have accepted

the transferred data thus. Any transmittal errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files.

- 10.4 When transferring documents in electronic media format, the transferring party makes no representations as to long-term compatibility, usability, or readability of such information resulting from the use of software application packages, operating systems, or computer hardware differing from those used by the creator.
- 10.5 The Engineer's document retention policy will be followed upon Project closeout. Executed copies of agreements, work orders, letters of understanding or proposals; design or other documents created by the Engineer or received from the Owner or a third party: plan review submittals from a third party and the Engineer's review of those submittals; and studies or reports prepared by the Engineer will be kept for a period of 14 years after Project closeout.

11. SUCCESSORS, ASSIGNS AND BENEFICIARIES

- 11.1 Owner and Engineer are hereby bound, as are their respective successors, employees and representatives to the other party to this Agreement with respect to all covenants, terms, promises, and obligations contained herein.
- 11.2 Neither the Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is required by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any obligation under this Agreement.
- 11.3 Unless expressly provided otherwise in this Agreement, nothing contained shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Contractor, Subcontractor, Supplies, or other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

12. DISPUTE RESOLUTION

- 12.1 Owner and Engineer agree to negotiate all disputes between them in good faith for a period of 30 calendar days from the date of notice prior to invoking the procedures of paragraph 12.2 or other provisions of the Agreement, or exercising their rights under law.
- 12.2 If the parties fail to resolve a dispute through negotiation under paragraph 12.1, Owner and Engineer agree that they shall first submit any and all unsettled claims, counterclaims,

disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. The process shall be conducted on a confidential basis, and shall be completed within 120 calendar days of notice if the Dispute unless the parties mutually agree to a longer period. If such mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

13. **MISCELLANEOUS PROVISIONS**

- 13.1 This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.
- 13.2 Any notice required under this Agreement will be in writing, addressed to the designated party at its address in the signature page and served personally, by facsimile, by registered or certified mail (postage prepaid), or by a commercial courier service. All notices shall be effective upon the date of receipt.
- 13.3 All express representations, waivers, indemnifications, and limitations of liability in this Agreement will survive its completion and/or termination.
- 13.4 Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and Engineer, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.
- 13.5 A party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.
- 13.6 To the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended.
- 13.7 This Agreement constitutes the entire agreement between Owner and Engineer and supersedes all prior or oral understandings. This Agreement may be amended only by a mutually agreed and executed written instrument.
- 13.8 With the execution of this Agreement, Engineer and Owner shall designate specific individuals to act as Engineer's and Owner's representatives with respect to the services to be performed or furnished by Engineer and responsibilities of Owner under this Agreement. Such an individual shall have authority to transmit instructions, receive

information, and render decisions relative to the Project on behalf of the respective party whom the individual represents.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Engineer: BAXTER & WOODMAN, INC.

Owner: VILLAGE OF HOFFMAN ESTATES

By: 

By: _____

Title: vice President

Title: Mayor

Date Signed: February 27, 2020

Date Signed: _____

Address for giving notices:
8678 Ridgfield Road
Crystal Lake, IL 60012

Address for giving notices:
2305 Pembroke Avenue
Hoffman Estates, IL 60169

Designated Representative:
Sean O'Dell, P.E.

Designated Representative:
Haileng Xiao

Phone Number: 815-444-4438

Phone Number: 847-781-2703

Email Address: sodell@baxterwoodman.com

Email Address: haileng.xiao@hoffmanestates.org

Exhibit B Sections 1 through 10:

Initial to accept

Design Engineering Services

\$85,900.00 _____

Exhibit B Sections 11 through 15:

General Construction Administration and Full Time Field Observation

\$88,150.00 _____

General Construction Administration and Part Time Field Observation

\$61,850.00 _____

Attachment: Hoffman Interconnect Engineering (IGA with Hoffman Estates for Water System Interconnection)

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE
DESIGN AND CONSTRUCTION ENGINEERING SERVICES

EXHIBIT A

PROJECT DESCRIPTION

The Emergency Interconnect Project consists of an Interconnecting Booster Station Facility and approximately 3,000 feet of 8-inch and 12-inch diameter water main to provide for an emergency water supply interconnection between the Villages of Hoffman Estates and Palatine. The intent of the emergency interconnect is to provide additional fire protection and offer a long term emergency source of water in the event of a prolonged disruption in supply to either of the communities primary drinking water providers, which for Hoffman Estates is North Suburban JAWA and for Palatine is the Northwest Water Commission.

The Project currently assumes that the Interconnecting Booster Station Facility will consist of a pre-manufactured “above grade” booster station facility to be constructed near Hoffman Estates Well No. 18 facility in Finch Park. Major components of the Interconnecting Booster Station facility will consist of elements including , but not limited to, two booster pumps, a pressure reducing valve, bi-directional flow meter, isolation valves, piping, pressure transmitters, SCADA monitoring, heat, ventilation, lights, an emergency generator plug, and electrical connections.

Water main will be provided as generally shown in the attached “Little City Proposed Improvements” exhibit. Easements for the new and replaced water main will be within new or existing easements obtained by Village of Hoffman Estates and/or Village of Palatine.

Work for both Interconnection Booster Station Facility and Water Main will include restoration of lawns and street repair.

Engineering services for the Project will include topographic survey, design, and bidding. Basic SCADA design requirements will be included with above services, but actual SCADA integration and programming will be performed by the installing contractor.

I:\Crystal Lake\HOFFE\170116-Emergency Interconnet\40-Design\Contract\Exhibit A.docx

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE
DESIGN AND CONSTRUCTION ENGINEERING SERVICES

EXHIBIT B

SCHEDULE

Upon notification to proceed, the anticipated project schedule is as follows:

Day 0 – Design Notice to Proceed
Day 90 – Submit revised drawings to permitting agencies (3 months)
Day 150 – Receive permits (2 months)
Day 210 – Open construction bids (1 month)
Day 217 – Recommendation to Award, Design Completed (1 week)
Day 247 – Construction Notice to Proceed (1 month)
Day 487 – Substantial Completion (8 months)
Day 517 – Final Completion (1 month)

SCOPE OF SERVICES

The following scope of services details the anticipated tasks necessary to successfully complete the Emergency Interconnect with Palatine Project that will include the Interconnect Pumping Station Facility and interconnecting Water Main.

PRELIMINARY DESIGN SERVICES

1. PROJECT ADMINISTRATION & MEETINGS – Confer with the Village of Hoffman Estates Director of Public Works and staff plus Village of Palatine and staff, to clarify and define the general scope, extent, and character of the Project. Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope. Project includes three meetings: Kick-Off Meeting, Preliminary Design Review Meeting, and Pre-Final Design Review Meeting.
2. DESIGN CONCEPTS
 - A. GENERAL
 1. Obtain and review existing information relevant to the Project.
 2. Determine general design requirements including applicable codes and permits. Prepare a design criteria summary, as applicable.
 3. Develop listing of major pieces of equipment, SCADA needs, water main materials, and appurtenances to be utilized on Project.
 - B. PROCESS AND EQUIPMENT DESIGN AND LAYOUT
 1. Develop desired floor plan and site layout of Interconnect Pumping Station for the above grade Interconnect Pumping Station and water main routes.

2. Develop desired SCADA system connection requirements.
3. Prepare a basis of design memorandum with sketches for the above grade Interconnect Pumping Station, SCADA connections, and water main route.
3. SITE INFORMATION
 - A. EXISTING CONDITIONS/IN-HOUSE REVIEW – Review existing plans and reports.
 - B. TOPOGRAPHIC SURVEY – Perform a complete topographic survey.
4. PRELIMINARY DRAWINGS – Prepare preliminary drawings that indicate the proposed location of the above grade interconnect facility and water main route. Submit preliminary drawings to the Village at least one week prior to the review meeting.

DETAILED DESIGN SERVICES

5. FINAL DESIGN – Prepare Design Documents consisting of Drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by the Village and Specifications, which will be prepared in conformance with the format of the Construction Specification Institute. Submit pre-final drawings to the Village at least one week prior to the review meeting.
6. CONSTRUCTION DOCUMENTS – Prepare for review and approval by the Village of Hoffman Estates and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
7. AGENCY SUBMITTALS – Submit the Design Documents to the IEPA for their review and approval for the Village of Hoffman Estates and Village of Palatine to construct and operate the Project, as required. Agencies that will be contacted for approval include:
 - A. Illinois Environmental Protection Agency – Permit to own, operate, and construct water main system improvements.
 - B. Metropolitan Wastewater Reclamation District – Obtain Watershed Management Ordinance Permitting approval of soil and erosion control practices.
 - C. Village of Palatine – Obtain approval of work performed in Village right-of-way or easement areas.
8. FINAL OPINION OF PROBABLE COST – Prepare an opinion of probable construction cost based on the Preliminary and Pre-Final Design Documents.

PLAT OF EASEMENT

9. EASEMENT AND PLAT WORK
 - A. Coordinate with the Village:

- i. Provide two plats of easement for obtaining easements from the following property owners.
 - 1. Hoffman Estates Park District
 - 2. Little City Development
 - ii. Provide final plats of easements when directed by the Village.
- B. Recording of Documents
 - i. The Village will officially record the final documents with Cook County.
 - ii. Recording of documents is not included in this scope of services.

BIDDING SERVICES

- 10. ASSISTANCE DURING BIDDING – Assist the Village in solicitation of construction bids from as many qualified bidders as possible, attend the pre-bid conference, attend bid opening, tabulate bid proposal information, summarize the bid information received, and submit recommendations for the award of construction contract.

SERVICES NOT INCLUDED

- 1. Geotechnical – Soil borings, CCDD testing, pavements cores, and subsurface utility locates are not included.
- 2. Wetland – No impacts are anticipated with this Project.
- 3. Floodplain/Floodway - No impacts are anticipated with this Project.
- 4. Loan Assistance – The Village does not require assistance if outside funding is pursued for the Project.

CONSTRUCTION SERVICES

- 11. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
- 12. PROJECT INITIATION
 - A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
 - B. Receive Contractor insurance documents.
 - C. Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
- 13. CONSTRUCTION ADMINISTRATION
 - A. Attend periodic construction progress meetings.
 - B. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which

provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.

- C. Review construction record drawings for completeness prior to submission to CADD.
- D. Prepare construction contract change orders and work directives when authorized by the Owner.
- E. Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
- G. Project manager or other office staff visit site as needed.

14a. FIELD OBSERVATION – Full Time

- A. Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide Resident Project Representatives at the construction site on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- B. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.

- C. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

or

14b. FIELD OBSERVATION – PART TIME

- A. Engineer will provide a Resident Project Representative at the construction site on a periodic part-time basis from the Engineer' office of not more than eight (8) hours per regular weekday, not including legal holidays (approximately 24 hours per week, for up to 288 hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
- B. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- C. Part-Time Field Observation provides that the Resident Project Representative will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.

- D. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- E. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work.

15. PROJECT CLOSEOUT

- A. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- B. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- C. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- D. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

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VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE DESIGN SERVICES

Village of Hoffman Estates							
Plan Number: 170116.40							
Plan Name: HOFFE Emergency Interconnect with Palatine							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total		681.50	85,028.90	85,090.00	0.00	810.00	85,900.00
1	PM and Meetings	54.00	7,980.00	7,980.00	0.00	310.00	8,290.00
	Shane Firsching	30.00	4,200.00				
	Gerald Groth	15.00	2,700.00				
	Phung Tran	9.00	1,080.00				
10	Bidding Assistance	40.50	4,890.00	4,890.00	0.00	100.00	4,990.00
	Shane Firsching	10.00	1,400.00				
	Gerald Groth	6.00	1,080.00				
	Alexis Shotton	16.00	1,600.00				
	Barbara Tobin	6.00	510.00				
	Phung Tran	2.50	300.00				
3	Site Information	127.00	13,608.00	13,610.00	0.00	400.00	14,010.00
	1 Existing Conditions	5.00	540.00	540.00	0.00	0.00	540.00
	Shane Firsching	1.00	140.00				
	Alexis Shotton	4.00	400.00				
	2 Topographic Survey	122.00	13,068.00	13,070.00	0.00	400.00	13,470.00
	Shawn Hastings	80.00	8,136.00				
	Joseph Molitor	40.00	4,732.00				
	Alexis Shotton	2.00	200.00				
3	Design Concepts	20.00	3,162.60	3,220.00	0.00	0.00	3,220.00
	1 General	12.00	1,802.60	1,820.00	0.00	0.00	1,820.00
	Shane Firsching	2.00	280.00				
	Gerald Groth	4.00	720.00				
	Michael Gryn	2.00	322.60				
	Phung Tran	4.00	480.00				
	2 Process and Equipment Design and Layout	8.00	1,360.00	1,400.00	0.00	0.00	1,400.00
	Gerald Groth	4.00	720.00				
	Michael Gryn	4.00	640.00				

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE DESIGN SERVICES

Village of Hoffman Estates							
Plan Number: 170116.40							
Plan Name: HOFFE Emergency Interconnect with Palatine							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
4	Preliminary Drawings	191.00	24,700.00	24,700.00	0.00	0.00	24,700.00
	Michael Becker	50.00	6,500.00				
	Shane Firsching	29.00	4,060.00				
	Gerald Groth	8.00	1,440.00				
	Adonis Nacino	62.00	7,440.00				
	Alexis Shotton	10.00	1,000.00				
	Adam Stec	6.00	960.00				
	Phung Tran	24.00	2,880.00				
	Derek Wold	2.00	420.00				
5	Final Design	98.00	11,939.15	11,940.00	0.00	0.00	11,940.00
	Michael Becker	25.00	3,250.00				
	Shane Firsching	10.00	1,400.00				
	Michael Gryn	2.00	320.00				
	Adonis Nacino	25.00	3,000.00				
	Alexis Shotton	30.00	3,000.00				
	James Snell	3.00	433.05				
	Steven Verseman	3.00	536.10				
6	Construction Documents	57.00	6,729.15	6,730.00	0.00	0.00	6,730.00
	Shane Firsching	15.00	2,100.00				
	Michael Gryn	2.00	320.00				
	Alexis Shotton	30.00	3,000.00				
	James Snell	3.00	433.05				
	Barbara Tobin	4.00	340.00				
	Steven Verseman	3.00	536.10				
7	Agency Submittals	40.00	4,500.00	4,500.00	0.00	0.00	4,500.00
	Shane Firsching	10.00	1,400.00				
	Gerald Groth	2.00	360.00				
	Alexis Shotton	24.00	2,400.00				
	Barbara Tobin	4.00	340.00				

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE DESIGN SERVICES

Village of Hoffman Estates							
Plan Number: 170116.40							
Plan Name: HOFFE Emergency Interconnect with Palatine							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
8	Cost Estimate	20.00	2,160.00	2,160.00	0.00	0.00	2,160.00
	Shane Firsching	4.00	560.00				
	Alexis Shotton	16.00	1,600.00				
9	Plats of Easement	34.00	5,360.00	5,360.00	0.00	0.00	5,360.00
	Anthony Bianchin	30.00	4,800.00				
	Shane Firsching	4.00	560.00				

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE CONSTRUCTION SERVICES

Village of Hoffman Estates							
Plan Number: 170116.60							
Plan Name: HOFFE - Emergency Interconnect with Palatine - CS (Full Time)							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total		682.00	85,870.00	85,870.00	0.00	2,280.00	88,150.00
CS100	Project Initiation	20.00	2,820.00	2,820.00	0.00	80.00	2,900.00
	Engineer II	2.00	240.00				
	Engineer III	6.00	840.00				
	Engr Tech V	12.00	1,740.00				
CS105	Construction Administration	94.00	13,570.00	13,570.00	0.00	250.00	13,820.00
	Engineer III	12.00	1,680.00				
	Engr Tech V	82.00	11,890.00				
CS107	Submittal Review	48.00	6,880.00	6,880.00	0.00	0.00	6,880.00
	Automation Engineer IV	12.00	1,920.00				
	Engineer II	12.00	1,440.00				
	Engineer III	20.00	2,800.00				
	Sr Engineer IV	4.00	720.00				
CS110	Field Observation	500.00	60,000.00	60,000.00	0.00	1,950.00	61,950.00
	Engineer II	500.00	60,000.00				
CS140	Project Closeout	20.00	2,600.00	2,600.00	0.00	0.00	2,600.00
	Engineer II	12.00	1,440.00				
	Engr Tech V	8.00	1,160.00				

VILLAGE OF HOFFMAN ESTATES, ILLINOIS
EMERGENCY INTERCONNECT WITH PALATINE

Village of Hoffman Estates							
Plan Number: 170116.61							
Plan Name: HOFFE - Emergency Interconnect with Palatine - CS (Part Time)							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total		470.00	60,430.00	60,430.00	0.00	1,420.00	61,850.00
CS100 Project Initiation		20.00	2,820.00	2,820.00	0.00	80.00	2,900.00
	Engineer II	2.00	240.00				
	Engineer III	6.00	840.00				
	Engr Tech V	12.00	1,740.00				
CS105 Construction Administration		94.00	13,570.00	13,570.00	0.00	250.00	13,820.00
	Engineer III	12.00	1,680.00				
	Engr Tech V	82.00	11,890.00				
CS107 Submittal Review		48.00	6,880.00	6,880.00	0.00	0.00	6,880.00
	Automation Engineer IV	12.00	1,920.00				
	Engineer II	12.00	1,440.00				
	Engineer III	20.00	2,800.00				
	Sr Engineer IV	4.00	720.00				
CS110 Field Observation		288.00	34,560.00	34,560.00	0.00	1,090.00	35,650.00
	Engineer II	288.00	34,560.00				
CS140 Project Closeout		20.00	2,600.00	2,600.00	0.00	0.00	2,600.00
	Engineer II	12.00	1,440.00				
	Engr Tech V	8.00	1,160.00				

February 12, 2020

Mr. Joseph Nebel
Director of Public Works
2305 Pembroke Avenue
Hoffman Estates, Illinois 60169

Mr. Matt Barry
Director of Public Works
148 W. Illinois Avenue
Palatine, Illinois 60067

Subject: Hoffman Estates/Palatine Emergency Water Supply Interconnect Evaluation

Dear Mr. Nebel and Mr. Barry:

This letter report provides a summary of the findings and conclusions of the Hoffman Estates/Palatine Emergency Water Supply Interconnect Evaluation.

Study Purpose and Scope

In 2017, the Villages of Hoffman Estates and Palatine began an investigation to evaluate the benefits and costs for an emergency water supply interconnection between the two communities. The intent of the emergency interconnect was to provide additional fire protection and offer a long term emergency source of water in the event of a prolonged disruption in supply to either of the communities primary drinking water providers, which for Hoffman Estates is North Suburban JAWA and for Palatine the Northwest Water Commission.

The overall goal of the project was to determine a preferred location for the emergency interconnect that best reconciled improved fire protection, system reliability, construction impacts, and life cycle cost-effectiveness, including initial costs and long term operation and maintenance.

The requested scope of services for the project included the following items:

1. Attend and participate in an initial Kick-off Meeting.
2. Obtain and review existing information.
3. Develop methodology for review and comparison of potential watermain routes and Interconnect Facility options, including;
 - a. New watermain along Algonquin Road between N. Wilshire Drive (East of Ela Road) and Little City Drive (East of Roselle Road).
 - b. Analyze two other likely water main connection/routing options between Hoffman Estates and Palatine's distribution system.
 - c. Develop Interconnect Facility requirements and options including booster pumps, pressure reducing valves, and other appurtenances.

- d. Develop an opinion of probable construction costs and cost sharing options.
4. Review Interconnect Facility options.
5. Finalize desired Interconnect Facility location with Final Report.

General Water System Overview

A brief overall description of the Village of Hoffman Estates' and Village of Palatine's water systems is noted below.

Village of Hoffman Estates Water System

The Village of Hoffman Estates' (VOHE) water distribution is divided into three pressure zones as noted below:

-) North Pressure Zone (area generally north of I-90)
-) South Pressure Zone (area generally south of I-90 and east of Barrington Road)
-) West Pressure Zone (area generally west of Bartlett Road)

Water is supplied to VOHE from Northwest Suburban Municipal Joint Action Water Agency (JAWA) with water originating from City of Chicago. Water supply from JAWA enters at two interconnecting stations serving the North and South Pressure Zone and a separate booster station for the West Zone.

The North and South Zones are internally connected and will be the Pressure Zones of interest to connect to Palatine. The West Zone is separate from the North and South Pressure Zones.

The South Pressure Zone has an average flow rate of 2.9 MGD. The South Pressure Zone has a total of 6.9 million gallons of ground level storage and two elevated tanks with a combined capacity of 500,000 gallons. Overflow elevation for the towers in the South Pressure Zone are at 952' msl. Two emergency wells with a combined capacity of 2,000 gpm are also available as standby well supply for the South Pressure Zone.

The North Pressure Zone has an average flow rate of 1.1 MGD. The North Pressure Zone has three elevated tanks with a combined capacity of 900,000 gallons. Overflow elevation for the towers in the North Pressure Zone are at 983.4' msl. Three emergency wells with a combined capacity of 2,800 gpm are also available as standby well supply for the North Pressure Zone.

The closest connection location between Hoffman Estates and Palatine exists off of Algonquin Road between N. Wilshire Drive and Little City Drive. This location would be served by Hoffman Estates North Pressure Zone.

Village of Palatine Water System

The Village of Palatine's (VOP) existing system is comprised of three pressure zones, including East, Central and West Pressure Zones. Water is supplied to Village of Palatine from Northwest Water Commission (NWC). NWC obtains their water from City of Evanston.

The VOP water system has over 20 MG in storage with four elevated tanks and one standpipe. Secondary water supply interconnections exist with neighboring communities of Rolling Meadows and Arlington Heights. VOP also has five standby wells for emergency use.

The Central Zone covers the largest part of the VOP, running continuously from the south end of the Village to Dundee Road. The vast majority of the Central Zone is bounded on the west by Roselle Road, on the north by USH-14 and on the east by Rohlwing Road. The overflow elevation for elevated tanks in the VOP Central Zone is noted at 910' msl.

The closest connection location between Palatine and Hoffman Estates exists off of Algonquin Road west of Little City Drive. This location would be served by Palatine's Central Pressure Zone.

Low fire flows are found in the areas west of Roselle Road, (specifically The Shires and Little City Development) plus Harper College. These areas are in the VOP Central Zone and primarily due to higher ground surface elevations and considerable distance from the Central Zone's only elevated tank.

Construction of a new elevated tank north of Harper College has been in the planning stages to increase fire flows, increase the amount of storage available during emergencies and to mitigate large pressure variations.

Potential Watermain Routes and Interconnect Facility Locations

A brief review of the water distribution system maps from both Hoffman Estates and Palatine showed three generic connection points along the edges of each communities' service areas, including the following general areas:

-) Palatine Road (to the north)
-) Algonquin Road
-) Central Road (to the south)

Due to significant additional water main lengths, costs for construction and other perceived issues, only the Algonquin Road option was considered worth pursuing, by both VOHE and VOP at Kick-Off meeting. As a result of the above decision, further analyses looked at how and where we should connect to each of the systems.

Two possible connection locations to the Hoffman Estates system near Algonquin Road Option included the following:

1. Ela Road and Algonquin Road with new water main routed down Algonquin Road.
2. Hoffman Estates Well No. 18 site with water main routing north of Algonquin Road.

Multiple possible connection locations to the Palatine system were reviewed included the following:

1. Little City Development (north of Algonquin Road)
2. Ashbury Development Supply on Algonquin
3. Algonquin and Roselle Road
4. Euclid and Roselle Road
5. Euclid and Quentin

Modeling was performed to determine how much water could be transferred from each point. In general modeling showed that Hoffman Estates could provide over 2,000 gpm of fire flow at 20 psi to both the Well No. 18 site and Ela Road/Algonquin Road intersection without any distribution improvements, while Palatine's system needed considerable distribution improvements plus construction of a proposed elevated tank north of Harper College.

While discussing various water main connections options, a decision was made during Progress Meetings to focus on minimizing the amount of water main to be constructed to make the project more economical. The closest connection points included the Well 18 location northeast of Ela Road and Algonquin Road in VOHE and somewhere in Little City Development for VOP. These two locations and existing water main are shown in attached Figure No. 1, Hoffman Estates/Palatine Water main Interconnect. Well 18 is shown to the left in Figure No. 1 with existing Palatine water mains within Little City to the right side of Figure No. 1.

Watermain Reinforcement Routes

Watermain reinforcements to connect watermain near Well 18 (in Hoffman Estates) to Little City Development (in Palatine) included the following:

Watermain Reinforcement Descriptions Within Little City Development		
Reinforcement Designation	Size	Location Description
A	12"	Well 18 to NE Corner of Ashbury Subdivision
B	8"	Connect to end of Little City 8" Most Western Main
C	8"	Connect Little City 8" to the 10" line in Masison Du Comte Subdivision
D	8"	Increase 6" in Little City to 8" and connect with Ashbury Subdivision
E	8"	Increase 6" in Little City from north with 8" connection Shires Subdivision

Model results showing maximum fire flow availability at Well No. 18 site (from Palatine system) at 20 psi residual pressure were developed for a given reinforcement option or combination of watermain reinforcement options. Two sets of modeled maximum flow transfer for the various reinforcement options and option combinations are noted on the following page. One set of maximum fire flow values were performed without the proposed new Palatine elevated tank in service while the second set assumed with the new elevated tank in service north of the Harper College area.

Maximum Fire Flow Estimates at 20 psi to Well 18 Location (gpm)		
Reinforcement	Without New Palatine Tank	With New Palatine Tank
Existing Conditions	660	681
A	858	1141
A + B	897	1208
A + C	925	1257
A + B + C	1010	1418
A + B + C + D	1115	1632
A + B + C + E	1143	1692
A + B + C + D + E	1221	1875

Providing flows of at between 1,000 to 1,500 gpm were considered desirable by both communities as they would provide between 1.4 to 2.2 MGD of water supply for each of the communities. This amount of flow would exceed what is required for VOHE North Pressure Zone and provide VOP with a critical boost for fire protection and other emergencies for the Harper College and entire SW corner of VOP.

To provide for 1,500 gpm of water supply, the model results showed that Palatine needs the new elevated tank in service. After constructing the tank a combination of reinforcements consisting of A + B + C +D made the most logical reinforcements.

These improvements needed general approval by Little City Development and VOP. In December of 2018 we provided pressure and maximum flow maps to show improvements to VOP. These figures are provided in Appendix A of this report with Option 2 showing reinforcements A+B+C+D with no new elevated tank in Palatine and Option 3 showing reinforcements A+B+C+D with the new elevated tank in service.

Little City generally approved of the plan and in October of 2019 we were requested to provide a proposal to complete the preliminary design, provide survey, provide final design, and bid both the water main and above grade Interconnection Station with supervisory control.

Interconnect Facility Requirements

An emergency Interconnect Facility with the following design features is desired by VOHE and VOP:

1. One or more booster pumps with up to 1,500 gpm capacity to pump from Palatine to Hoffman Estates. (Firm booster pump capacity will not be provided for the emergency station.)
2. Manual operation to open up the connections to permit operation. (SCADA connections for remote operation and monitoring to be provided after initial manual startup.)
3. Variable Frequency Drives on booster pumps with local controls to automatically limit water transfer based on desired transfer pressures (including low suction or high discharge pressures), desired flow rate transfer, and/or time of day.

4. One pressure reducing valve to allow for flow up to 1,500 gpm from VOHE to VOP, based on hydraulic conditions and pressure restrictions.
5. Bi-directional flow meter.
6. Necessary isolation valves, check valves, pressure gauges, and sample taps, SCADA connections to both VOHE and VOP, as well as necessary electrical and HVAC equipment.

Standby power is not thought to be a necessary requirement for the emergency interconnecting station as both Villages have significant elevated storage and the likelihood of a major electrical outage lasting for several days along with suspension of JAWA or NWC delivery is thought to be a very rare occurrence. A generator plug will however be provided to provide further standby power redundancy at minimal cost, that will require either the VOHE or VOP to locally mobilize and operate a portable generator at site during long term power outages.

An above grade pre-manufactured Interconnect Facility will result in the lowest construction cost for an emergency interconnect meeting the above requirements. An alternative to the above grade station would be a pre-manufactured below grade facility or a new above ground masonry structure built by a general contractor on site. The Village of Hoffman Estates is familiar with and has at least one below grade pre-manufactured booster pumping station in service between their north and south pressure zones. Costs for a below grade structure would be similar to the above grade structure. Costs for a masonry building constructed by a general contractor would be significantly higher in price for design and construction.

For purposes of this memorandum an above grade facility is assumed for the Interconnect Facility. Figure 2 provides a typical layout of an above grade interconnect station envisioned for this project at this time.

The above grade interconnecting station can be made to look like any of the surrounding buildings and could go in nearly any open area, following the criteria noted below will minimize installation costs and improve operations:

Interconnect Station Location Criteria

1. Clear space of approximately 10 feet around station exterior for footing and watermain excavations.
2. Safe and year round access to the facility by staff.
3. Close proximity to large diameter water mains and electrical connections, with easy connection potential.
4. Limited tree removal.
5. Sanitary clearance for water facility installation.

Based on field reconnaissance, it appears that the above grade interconnecting station meeting the above criteria could be placed to the south or east of the Well No. 18 facility as noted on Figure No. 3, with assumed water main connections to the west of Well No. 18 facility. Final water main connections, architecture, orientation and location near Well No. 18 will be established after survey is complete.

Booster Pump Head Requirements

The difference between reported overflow elevations of the elevated tanks in each community is estimated at 73 feet. Modeling was used to help calculate worst case scenarios and should be verified with field testing during final design phase. With ground elevation at Well No 18 of approximately 810' msl, static pressure at Well No. 18 is expected to be around 35 to 40 psi on VOP side and 70 to 75 psi on VOHE side.

Modeling performed with A+B+C+D water main improvements in Little City showed that a 1,500 gpm transfer of water from Palentine's system to Well No. 18 would result in a pressure drop of approximately 55' on the suction side (if suction pressures were reduced to 20 psi), plus nearly 50' of additional head on the discharge side to deliver water into the Hoffman Estates pressure zone.

Additional losses would occur with friction losses associated with piping inside the Interconnect Facility plus valve and fitting friction losses. Total head requirements for a booster pump to deliver water from the VOP to the VOHE is therefore estimated as follows:

Total Head = Overflow elevation differences + VOP headloss + VOHE headloss + facility friction loss
Total Head = 73 feet + 55 feet + 50 feet + 10 feet = 188 feet.

The VOP and VOHE piping friction losses at 1,500 gpm transfer from VOP to VOHE are considered high and will result in significant changes in pressure that will result in lower pressures on the VOP side and higher pressures on the VOHE side. We expect that the VOHE distribution system has experienced these higher pressures in the past with operation of Well No. 18. Little City and neighboring developments are currently experiencing poor pressure and a drop of up to 55 additional feet during long term transfer would be very noticeable. Additionally the total friction losses of 115 feet (50' of drop on VOHE side and 55' on VOHE side) will not allow gravity transfer of water from VOHE to VOP as only 73 feet of loss is available.

Two options to resolve the above would be to reduce the desired flow transfer, add additional water main reinforcements or provide a separate booster station serving VOP areas west of Roselle Road. For the short term, reducing the amount of desired flow transfer would be the easiest and least costly option. Adding a separate booster station in VOP would have benefits for the entire area every day of the year, but at additional cost. These costs will be presented later in the report. Adding additional watermain reinforcement would be the most expensive option under consideration.

Reducing flow to 1,000 gpm would not drop pressures as significantly in Palatine system and would not raise them as high on Hoffman Estates side. To estimate changes in friction headlosses with changes in flow rate we will vary the headloss proportionally with flow per Hazen Williams Equation with head losses varying with flow to 1.85 power ($HL \sim Q^{1.85}$).

Estimated headlosses at 1,000 gpm versus 1,500 would therefore be roughly 50% of the estimated 1,500 gpm results as $[(1,000/1,500)^{1.85} = 0.47]$. This would result in an estimated booster pump head of $[73 \text{ feet} + \frac{1}{2} (55+50+10)] = 125 \text{ feet}$. This would reduce overall friction loss to 58 total feet, with friction losses of 28 feet on VOP side, 25 feet on VOHE side, and 5 feet in Interconnect Facility. These

would be more reasonable headlosses and/or head increases on both the VOHE and VOP sides of the Interconnect Facility.

While adding additional reinforcing watermain on VOP side to reduce headlosses further has been dismissed, replacing 1,200 feet of watermain on the VOHE side with 12-inch main leading to Well No. 18 from Ela Road would result in headloss reductions of approximately 14 feet at 1,500 gpm. This is a reasonable headloss reduction to consider, but the reinforcement itself does not change the overall problem to allow 1,500 gpm of gravity flow of water from VOHE to VOP as we would still need just over 100 feet of head to transfer full 1,500 gpm when only 73' of difference exists between the two systems.

To further help provide water transfer from VOHE to VOP, the VOHE has a booster station that can deliver water from the VOHE South Pressure Zone into the VOHE North Pressure Zone near the intersection of Ela Drive and West Central Road that is just south of the Well 18 site. The booster station has the capacity to deliver 1,500 gpm of water into the system which would increase both the static and residual pressures at Well No. 18 site.

Additional modeling was performed to quantify the impact that the existing VOHE booster station has. Results of the subsequent modeling showed that the VOHE booster station provides significant additional flow during modeled withdrawals, such that nearly 1,500 gpm of flow could be transmitted to VOP, especially during periods of time when water levels in VOP elevated tanks are lower. Noted improvements to VOHE watermain in N. Wilshire Road would allow for full 1,500 gpm of flow with operation of the existing VOHE booster station, but at considerable cost for the small additional flow.

For preliminary design purposes we will assume that a minimum 1,000 gpm of transfer will be designed for at the Interconnect Facility with provisions to accommodate future flows of up to 1,500 gpm. This will allow for future distribution improvements on both the VOHE and/or VOP systems to economically help with future additional long term water transfer between the two communities.

For preliminary design purposes, we will select booster pumps with duty point of 500 gpm of flow at 140+/- feet of head, which would allow for pumping both pumps in parallel to achieve 1,000 gpm at 125 of head. Pump horsepower requirements for 1,000 gpm of flow and 140' of head results in booster pumps with motor requirements of around 25 Hp.

Final booster pump head and flow must be verified during final design phase and should be confirmed with field fire flow testing.

Probable Project Costs

Estimated probable project cost for the Interconnect Facility and Interconnection Watermain are shown on attached breakdowns. Estimated probable construction costs for watermain include valves, hydrants, services, and road repair. Estimated probable construction costs for the Interconnect Facility includes the above grade Interconnect Facility delivered to site, installation of Interconnect Facility on a concrete footing, with watermain and electric utility connections, plus Supervisory Control and Data Acquisition (SCADA) connections for both VOP and VOHE. A 15%

contingency for potential unknowns or changes to project during design are included along with estimated total design and construction engineering.

Probable Project Costs for Interconnect Facility with Watermain for 1,000 gpm Transfer

ITEM	Quantity	Unit Cost	Extension
VOP 8" and 12" Watermain	3,000 ft	\$275/ft	\$825,000
Interconnect Facility (delivered)	ea	\$175,000	\$175,000
Interconnect Facility (installation)	ea	\$85,000	\$85,000
SCADA Allowance	ea	\$50,000	\$50,000
Interconnect Facility Subtotal	ea		\$310,000
Construction Subtotal			\$1,135,000
Contingencies		15%	\$170,250
Design and Construction Engineering		15%	\$170,250
Total Project			\$1,475,500
		USE	\$1,500,000

Two options presented in the previous section to improve issues associated with high friction losses included adding a booster station to boost pressures west of Roselle Road and replacing the existing 8-inch main on N. Wilshire Drive to a 12-inch water main from Ela Road to Well No. 18.

Construction costs for the Interconnect Facility noted above total \$310,000. Contingencies add around \$45,000 plus total engineering of another \$45,000, resulting in a total Project cost of \$400,000 for the Interconnect Facility. Probable total Project costs for simple booster station to boost pressures west of Roselle Road in VOP would likely be around \$350,000 as SCADA would not be as complex and no flow transfer back through station would be necessary. It should be noted that if a booster station is installed in VOP to serve areas west of Roselle Road, the Interconnect Facility at Well No. 18 is still needed, but the hydraulic requirements associated with it would change dramatically. Hence the decision for VOP to boost pressures west of Roselle Road should be decided before design and construction of Interconnect Facility.

Construction costs for 1,200 feet of 12-inch water main in VOHE to replace the existing 8-inch main on N. Wilshire would be around \$330,000. Adding contingencies and engineering would result in an estimated total Project Cost for the 12-inch main replacement on N. Wilshire to be around \$430,000.

Possible Cost Sharing Breakdown

As requested a cost sharing breakdown of costs for the watermain reinforcements within Little City and Interconnect Facility considering benefits to each system is noted on the following page.

Equal Cost Sharing

Since both the VOHE and VOP will benefit equally from the Interconnect Facility and watermain reinforcements a rational split would be 50%/50%. This would put the estimated total estimated construction cost with engineering and total project cost at between \$650,000 to \$750,000, for each community.

Alternative Cost Sharing Options

A second option would try to place a greater value on watermain work completed within Little City.

Cost allocations for the total Project were looked at and depending on weighting for VOP benefit of added water main resulted in overall project splits of between 1/3 VOHE to 2/3's VOP to 40% VOHE and 60% VOP.

This would obviously put more costs on VOP, resulting in VOP's cost share of between \$800,000 to \$1,000,000 and VOHE's share between \$500,000 to \$600,000.

Summary

Based on internal discussions, we believe an equal 50/50 cost sharing option is a more easily accepted practice to follow for both communities involved.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Gerald D. Groth, P.E.

Consider an Ordinance Establishing the Required Number of Signatures for Nominating Petitions for the Office of Mayor, Clerk and Council Members in the Village of Palatine, Illinois to Only Apply During the Nominating Petition Season for the General Consolidated Election on April 6, 2021 Due to the Long Lasting and Ongoing Impacts of the Covid-19 Pandemic

BACKGROUND: Candidates for office within the Village of Palatine secure their name on the ballot through a petition process. As Palatine is a Council Manager form of government with the Council elected by district, in 2010 the Village adopted an Ordinance that specifically requires a minimum of 125 petition signatures for office of district councilman and 750 signatures for the office of Mayor or Village Clerk. This has served as the standard for the past decade.

KEY ISSUES: With the current COVID-19 pandemic and social distancing guidelines in place and likely to remain through the calendar year, the petition circulation process could be impacted as more people are reluctant to answer their doors or have direct contact with other people. This could impact the ability to get the required number of signatures.

As a home rule unit of government and operating under the Council Manager form, there are several calculations that can provide guidance as to the signature requirements. Given the current pandemic and based upon the statutory options, it is recommended that the required petition signatures be reduced for the upcoming 2021 Consolidated Election. The ordinance would supersede the 2010 ordinance and only be in place for this one election cycle. The proposed ordinance would require 60 signatures for district council and 360 signatures for the office of Mayor and Village Clerk.

ALTERNATIVES:

1. Adopt the ordinance temporarily reducing signature requirements
2. Do not adopt ordinance and use the 2010 signature requirements

RECOMMENDATION:

It is recommended that the ordinance be approved based upon the current COVID-19 pandemic.

ACTION REQUIRED:

A motion to approve an ordinance temporarily reducing the signature requirement for public office.

ATTACHMENTS:

- 2021 Petition Signature Ordinance

RESULT:	MOTION CARRIED BY VOICE VOTE [UNANIMOUS]
MOVER:	Jim Schwantz, Mayor
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING THE REQUIRED NUMBER OF SIGNATURES FOR NOMINATING PETITIONS FOR THE OFFICE OF MAYOR, CLERK AND COUNCIL MEMBERS IN THE VILLAGE OF PALATINE, ILLINOIS TO ONLY APPLY DURING THE NOMINATING PETITION SEASON FOR THE GENERAL CONSOLIDATED ELECTION ON APRIL 6, 2021 DUE TO THE LONG LASTING AND ONGOING IMPACTS OF THE COVID-19 PANDEMIC

WHEREAS, the Village is a municipal corporation organized and existing under the Statutes of the State of Illinois;

WHEREAS, the Village is empowered by statutes and by Home Rule Authority; and

WHEREAS, the Village operates under the Managerial Form of Government pursuant to 65 ILCS 5/5-1-10; and

WHEREAS, on November 10, 1980, pursuant to Resolution No. R-39-80, the voters of Palatine determined to elect the Village Trustees (now called Council Members) by district; and

WHEREAS, on April 20, 1993, pursuant to referendum, the Village of Palatine's voters determined to conduct its primary and general elections as "non-partisan"; and

WHEREAS, due to the application of different sections of the State of Illinois Election Code to each of the unique aspects of the Village of Palatine's form of government, the Election Code suggests a different number of signatures required on nominating petitions for Village offices; and

WHEREAS, in 2010, the Village of Palatine adopted Ordinance No. O-94-10 in order to bring certitude as to the number of signatures required on nominating petitions for the offices of Mayor, Clerk and Council Members; and

WHEREAS, Ordinance O-94-10 required 125 signatures for the office of Village Council Member and 750 signatures for the office of Mayor and Village Clerk; and

WHEREAS, in late 2019, a new and significant outbreak of Coronavirus Disease (Covid-19) emerged in the world; and

WHEREAS, in early 2020, Covid-19 spread rapidly throughout the world and certain populations are at higher risk of experiencing more severe illness as a result of COVID-19, including older adults and people who have serious chronic medical conditions such as heart disease, diabetes, or lung disease; and;

WHEREAS, in communities with confirmed COVID-19 cases, the CDC (Center for Disease Control) recommended mitigation measures, including practicing social distancing, staying at home when sick, staying home when a household member is sick with respiratory disease symptoms or when instructed to do so by public health officials or a health care provider, and keeping away from others who are sick; and

WHEREAS, on March 9, 2020 Governor J.B. Pritzker declared all counties in the State of Illinois a disaster area as a result of the spreading pandemic of

Covid-19 throughout Illinois; and

WHEREAS, by March 20, 2020 Governor J.B. Pritzker, in response to the rapidly spreading pandemic, signed an Executive Order requiring all individuals living in the State of Illinois to stay at home and maintain social distancing of six (6) feet if they were outdoors; and

WHEREAS, all states followed suit and the entire country was under some form of a “stay at home” order for not less than two (2) months; and

WHEREAS, many states have recently been reducing their “stay at home” order requirements, while other states have repealed those orders altogether; and

WHEREAS, those states that repealed their “stay at home” orders in time for the Memorial Day weekend are now, less than two weeks later, experiencing serious spikes in reported Covid-19 cases; and

WHEREAS, it has become clear that the concerns about Covid-19 will not be disappearing from our country any time soon; and

WHEREAS, it is also clear that obtaining signatures for nominating signatures requires one on one contact, which places both the candidate and the resident in an uncomfortable situation in which social distancing is extremely difficult; and

WHEREAS, the Village Council of the Village of Palatine realizes that the required number of signatures of 125 for Council Members and 750 for Village Clerk and Mayor is no longer reasonable or appropriate from a health

perspective for the candidate or the resident during this election season under these severe Covid-19 circumstances; and

WHEREAS, it is in the best interest of the Village and its residents to reduce the required number of signatures on nominating petitions for this upcoming election season only; and

WHEREAS, the Village has home rule authority to reduce the number of signatures required on nominating petitions for election to public office in Palatine.

THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Illinois, as follows:

SECTION 1: Nominations of candidates for the office of Village Council Member within any of the six (6) districts in the Village shall be made by nominating papers signed in the aggregate for each candidate by qualified voters of such district not less than sixty (60) signatures.

SECTION 2: Nominations of candidates for the office of Village Clerk within the Village of Palatine shall be made by nominating papers signed in the aggregate by qualified voters of the entire Village not less than three hundred sixty (360) signatures.

SECTION 3: Nominations of candidates for the office of Mayor within the Village of Palatine shall be made by nominating papers signed in the aggregate by qualified voters of the entire Village not less than three hundred sixty (360) signatures.

SECTION 4: This Ordinance shall be temporary in duration and shall terminate without any further action on April 6, 2021, the date of the Consolidated General Election to which the nominating signatures apply.

SECTION 5: This Ordinance shall be in full force and effect from and after its adoption as provided by law, until terminated pursuant to Section 4 of this Ordinance.

PASSED: This _____ day of _____, 2020.

AYES: _____ **NAYS:** _____ **ABSENT:** _____ **PASS:** _____

APPROVED by me this __ day of _____, 2020

Mayor

ATTESTED and FILED in the office
of the Village Clerk this _____ day
of _____, 2020

Village Clerk

Consider an Ordinance Granting a Planned Development Amendment to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road

BACKGROUND:

The Subject Property, approximately 13,700 square feet, is a tax-divided lot with an accessory structure and driveway related to the property at 724 S. Plum Grove Road. The Petitioners, owners of the subject lot and 724 S. Plum Grove Road, are requesting an amendment to the Old World Planned Development and a 1-lot subdivision for a new single-family residential home. The residence at 724 S. Plum Grove Road would remain. Therefore, the Petitioners are seeking approval of the following:

Planned Development Amendment to the Old World Planned Development to allow for the development of 1 new single-family home on W. Michigan Avenue.

KEY ISSUES

- The Subject Property and the property at 724 S. Plum Grove Road received approval for a Planned Development for a 3-lot subdivision in 2006 (Ordinance #O-19-06). The rezoning and Plat of Subdivision were also approved at that time. Therefore, the property is zoned Planned Development. Although the Planned Development was approved and subsequently extended, the Plat of Subdivision was never recorded and the development was never implemented. Since the most recent extension in 2016, the development did not occur within the allowable 3-year timeframe for Planned Developments and the previous approval has expired.
- The Petitioners received approval for a new Planned Development in 2016, without changes to the original zoning approval (Ordinance #O-048-16).
- The Petitioners are now requesting a Planned Development Amendment and 1-lot subdivision in order to construct 1 new single-family residence. To do so, the lot must be subdivided. As many years have lapsed since the initial approval, the Petitioner has indicated that the previous 3-lot development is unfeasible and is now requesting the development of 1 lot along W. Michigan Avenue.
- The Subject Property has an existing lot depth of 98.7 feet instead of the required 110 feet. The proposed residence would have a rear yard setback of approximately 34 feet instead of the required 40 feet. The proposed home is setback approximately 60 feet from the west and 15 feet from the east. The front yard setback complies with the minimum R-2 requirements at 30 feet.

- The Subject Property is within the Michigan Avenue/ Plum Grove Road Sub-Area Plan, which identifies that rear-yard setback reductions and lot depth reductions, may be appropriate for this area. The non-conforming lot depth would not be out of character for the neighborhood as other properties on this block of Michigan Avenue has similar lot depths.
- Additionally, the proposed lot mirrors the lot directly to its east and is comparable to the surrounding lots to the west and north.
- The future residence would connect to existing sanitary and water services in the Michigan Avenue right-of-way. A sidewalk shall be installed across the frontage, in conjunction with the development of the new lot. The property at 724 S. Plum Grove Road already has a sidewalk installed in the right-of-way.
- Four parkway trees are required along the Michigan Avenue frontage, in conjunction with the development of the development of the new lot.
- Cash-in-lieu of curb is required.

ALTERNATIVES:

1. Approve the Planned Development Amendment to permit a 1-lot Single-Family Residential Subdivision
2. Do Not Approve the Planned Development Amendment to permit a 1-lot Single-Family Residential Subdivision

RECOMMENDATION:

Public Hearing:	Plan Commission - June 16, 2020
Residents testifying:	1 - The resident directly across the street spoke in support of the proposed development and wanted to confirm the single-family zoning requirements.
Vote:	The Plan Commission voted 9-0 to approve the requested development subject to Staff's conditions and Staff concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Planned Development Amendment to Permit a 1-lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

Consider a Resolution Granting a Preliminary & Final Plat of Subdivision to Permit a 1-Lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road

BACKGROUND:

The Subject Property, approximately 13,700 square feet, is a tax-divided lot with an accessory structure and driveway related to the property at 724 S. Plum Grove Road. The Petitioners, owners of the subject lot and 724 S. Plum Grove Road, are requesting an amendment to the Old World Planned Development and a 1-lot subdivision for a new single-family residential home. The residence at 724 S. Plum Grove Road would remain. Therefore, the Petitioners are seeking approval of the following:

Preliminary and Final Plat of Subdivision to permit a 1-lot single-family residential subdivision (1-lot fronting on W. Michigan Avenue).

KEY ISSUES

- The Subject Property and the property at 724 S. Plum Grove Road received approval for a Planned Development for a 3-lot subdivision in 2006 (Ordinance #O-19-06). The rezoning and Plat of Subdivision were also approved at that time. Therefore, the property is zoned Planned Development. Although the Planned Development was approved and subsequently extended, the Plat of Subdivision was never recorded and the development was never implemented. Since the most recent extension in 2016, the development did not occur within the allowable 3-year timeframe for Planned Developments and the previous approval has expired.
- The Petitioners received approval for a new Planned Development in 2016, without changes to the original zoning approval (Ordinance #O-048-16).
- The Petitioners are now requesting a Planned Development Amendment and 1-lot subdivision in order to construct 1 new single-family residence. To do so, the lot must be subdivided. As many years have lapsed since the initial approval, the Petitioner has indicated that the previous 3-lot development is unfeasible and is now requesting the development of 1 lot along W. Michigan Avenue.
- The Subject Property has an existing lot depth of 98.7 feet instead of the required 110 feet. The proposed residence would have a rear yard setback of approximately 34 feet instead of the required 40 feet. The proposed home is setback approximately 60 feet from the west and 15 feet from the east. The front yard setback complies with the minimum R-2 requirements at 30 feet.
- The Subject Property is within the Michigan Avenue/ Plum Grove Road Sub-Area

Plan, which identifies that rear-yard setback reductions and lot depth reductions, may be appropriate for this area. The non-conforming lot depth would not be out of character for the neighborhood as other properties on this block of Michigan Avenue has similar lot depths.

- Additionally, the proposed lot mirrors the lot directly to its east and is comparable to the surrounding lots to the west and north.
- The future residence would connect to existing sanitary and water services in the Michigan Avenue right-of-way. A sidewalk shall be installed across the frontage, in conjunction with the development of the new lot. The property at 724 S. Plum Grove Road already has a sidewalk installed in the right-of-way.
- Four parkway trees are required along the Michigan Avenue frontage, in conjunction with the development of the development of the new lot.
- Cash-in-lieu of curb is required.

ALTERNATIVES:

1. Approve the Preliminary & Final Plat of Subdivision to permit a 1-lot Single-Family Residential Subdivision
2. Do Not Approve the Preliminary & Final Plat of Subdivision to permit a 1-lot Single-Family Residential Subdivision

RECOMMENDATION:

Public Hearing:	Plan Commission - June 16, 2020
Residents testifying:	1 - The resident directly across the street spoke in support of the proposed development and wanted to confirm the single-family zoning requirements.
Vote:	The Plan Commission voted 9-0 to approve the requested development subject to Staff's conditions and Staff concurs.

ACTION REQUIRED:

A motion to approve the resolution granting Preliminary & Final Plat of Subdivision to Permit a 1-lot Single-Family Residential Subdivision at the Vacant Lot North of 724 S. Plum Grove Road.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

Consider an Ordinance Adopting and Approving the 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment for the Community Development Block Grant Program

BACKGROUND:

In response to the COVID-19 pandemic, the federal government, through the Department of Housing and Urban Development (HUD), allocated an additional \$303,119 in special Community Development Block Grant (CDBG) funds to the Village of Palatine. These CDBG-COVID-19 (CDBG-CV) funds are to be used by the Village to respond to COVID-19-related needs, within the parameters and requirement guidance provided by HUD. All of the other entitlement communities in the Cook County HOME Consortium and North Suburban Network (including Mount Prospect, Arlington Heights, Schaumburg, and Des Plaines) also received CDBG-CV funds.

KEY ISSUES:

In order to utilize these funds in a timely manner, the Village must approve a Citizen Participation Plan Amendment to add certain public participation processes and waivers approved by HUD. Also, the Village must approve a 2019 Annual Action Plan Substantial Amendment to explain how it will use the CDBG-CV funds. HUD issued a waiver allowing for a minimum of a 5-day comment period, instead of the typical 30 days. Any eligible funds are to be expended, no later than the end of the CDBG 2021 program year (September 2022). Although HUD has provided some initial guidance and parameters for the expenditure of these funds, the requirements and processes continue to evolve. Any Village expenditures will have to comply with the process and eligibility requirements provided by HUD.

The full Citizen Participation Plan & 2019 Annual Action Plans Substantial Amendment is on the Village's Website at <https://www.palatine.il.us/163/News-Events>. The full texts of the amendments are contained in the linked documents and are highlighted accordingly. The comment period was open from June 9th, with all comments due to be submitted by June 18th. There were no comments received.

Below is the proposed allocations for CDBG-CV Funding:

Administration	\$10,000	Administration of additional funds.
Public Service	\$218,119	Examples of uses could be overnight stay in hotels for homeless, meal on wheels for seniors, social services provided.
Economic Development	\$75,000	Potential small business loan/grants to benefit low/mod job retention and/or creation.
Total CV Allocation	\$303,119	NOTE - Staff will be report the expenditures back to the Village Council, through the warrant process.

ACTION REQUIRED:

A motion to approve an ordinance adopting the Village of Palatine's 2019 Substantial Action Plan Amendment CDBG-CV and Citizen Participation Plan Amendment.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for Thrive Vineyard Church at 845 E. Glencoe Street

BACKGROUND Chapter 12, Article VIII of the Palatine Code of Ordinances prohibits outside sound amplification without first having secured a permit.

KEY ISSUES Thrive Vineyard Church, located at 845 E. Glencoe Street, would like to conduct occasional weekend worship services outdoors on the lawn of their property and are thus requesting a waiver of the sound amplification ordinance from now through September, 2020. An outdoor sound permit request from the church is attached. While the initial request was for a single date, in speaking with the Church they have indicated a desire to conduct additional outdoor services during the upcoming summer months.

ALTERNATIVES

1. Approve waiver.
2. Do not approve waiver.

RECOMMENDATION Staff recommends approval of the request, subject to any applicable measures that must be taken to comply with the Governor's Executive Order.

ACTION REQUIRED Motion to approve the request for waiver of the Village's sound amplification ordinance.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

Consider a Request for the Waiver of the Village's Sound Amplification Ordinance for First United Methodist Church at 123 N. Plum Grove Road

BACKGROUND Chapter 12, Article VIII of the Palatine Code of Ordinances prohibits outside sound amplification without first having secured a permit.

KEY ISSUES First United Methodist Church, located at 123 N. Plum Grove Road, would like to conduct occasional weekend worship services outdoors on the lawn of their property and are thus requesting a waiver of the sound amplification ordinance from now through September, 2020. While the initial request was for a single date, in speaking with the Church they have indicated a desire to conduct additional outdoor services during the upcoming summer months.

ALTERNATIVES

1. Approve waiver.
2. Do not approve waiver.

RECOMMENDATION Staff recommends approval of the request, subject to any applicable measures that must be taken to comply with the Governor's Executive Order.

ACTION REQUIRED Motion to approve the request for waiver of the Village's sound amplification ordinance.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

Motion to Approve an Ordinance Amending Chapter 11 Licenses, Permits and Regulations and Chapter 12 Offenses and Miscellaneous Provisions of the Village's Code of Ordinances

BACKGROUND:

Last year, the Illinois General Assembly adopted new legislation making it illegal for anyone to sell tobacco products to individuals under the age of 21. Further, the legislation prohibits anyone under the age of 21 from buying tobacco products. This included alternative nicotine products (more commonly known as the e-cigs). As a result of the legislative changes, updates to the Village's Code of Ordinances are necessary to reflect the State's changes related to selling, buying, and defining the alternative tobacco products.

The Village identified a loophole within the State's new statutes. While it is unlawful to sell to anyone under 21 and it is unlawful to purchase if you are under 21, there is no provision in the State statutes related to the possession of tobacco for those under the age of 21.

The possession of tobacco and other alternative nicotine products by individuals under 21 is something that the Police Department and Administration have recommended be prohibited by local ordinance, which can be achieved under the Village's Home Rule Authority. This would provide a very straightforward enforcement process and be clearly understood by those under the age of 21 that cannot buy the products. Violations would be a local ordinance ticket.

Additionally, amendments are necessary to the Village's Code of Ordinance related to the Adult Use Cannabis Act to align with the State statutes.

The Village Council discussed these issues during their June 15 Council Meeting and directed Staff to prepare the corresponding ordinance for approval.

ALTERNATIVES:

1. Approve the ordinance amending Chapter 11 and 12 of the Code of Ordinances.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the ordinance amending Chapters 11 and 12 of the Code of Ordinances.

ACTION REQUIRED:

A motion to approve the ordinance amending Chapters 11 and 12 of the Village's Code of Ordinances.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

Consider a Supplemental Resolution Appropriating \$162,445 of Motor Fuel Tax Funds for the Rehabilitation of Rohlwing Road

BACKGROUND:

Rohlwing Road, from Palatine Road to Cunningham Drive, is scheduled to be rehabilitated in the 2020 Capital Plan. The scope of rehabilitation work includes drainage improvements, curb and gutter removal and replacement, base repairs, and installation of new asphalt.

The Illinois Department of Transportation recently notified the Village they are implementing a grant program using proceeds from a general obligation bond in the REBUILD Illinois capital program to provide local public agencies with funds for capital projects. The Village has been awarded \$753,029.34 for a capital improvement. A resolution was recently passed appropriating these dollars for use for this project.

Savings in the roadway resurfacing program (\$162,445) allow for motor fuel tax (MFT) resources to be redirected to this project. Rebuild Illinois Funds and MFT dollars can be used first for eligible items and then local dollars can support any balance as originally indicated when the contract was awarded. In order to reallocate and expend these funds, the State requires that a supplemental resolution be passed by the Village indicating their intended use similar to the use of Motor Fuel Tax proceeds.

KEY ISSUES:

- Reconstruction activities include removal of all the asphalt pavement, base and sub-base repair and/or replacement, spot curb and gutter replacement, spot sidewalk replacement, and drainage improvements.
- Reassigning resources saved in the resurfacing program to this project will allow for further improvements including an expanded curb and gutter replacement and full depth pavement patching which are anticipated.
- This supplemental resolution appropriates \$162,445 of MFT dollars for the Rohlwing Road Improvements.

ALTERNATIVES:

1. Approve the resolution appropriating Motor Fuel Tax funds in the amount of \$162,445 for the reconstruction of Rohlwing Road.
2. Refer back to Staff with comments.

RECOMMENDATION:

It is recommended that the resolution appropriating \$162,445 of Motor Fuel Tax funds for the rehabilitation/reconstruction of Rohlwing Road, from Palatine Road to Cunningham Drive, be approved.

ACTION REQUIRED:

Motion to approve the resolution appropriating \$162,445 of Motor Fuel Tax funds for the reconstruction of Rohlwing Road, from Palatine Road to Cunningham Drive.

RESULT: ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

Consider a Motion to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for the Design and Construction of a Water System Interconnection

BACKGROUND:

The Village of Palatine and the Village of Hoffman Estates conducted a Phase I engineering study to evaluate the water distribution systems of both Villages for installation of an emergency water interconnection. This study identified a mutually beneficial connection alternative. Easements were obtained from the Little City property between the Village's to accommodate this improvement. The interconnection when constructed could provide emergency water flows between the two Villages ranging from 1.4 to 2.2 million gallons per day (MGD).

KEY ISSUES:

- The agreement proposes that all costs from design engineering through final construction acceptance will be shared equally. The estimated total cost for this improvement is \$1,500,000.
- The Village's cost estimate for this improvement is \$750,000. As a member of the Northwest Water Commission, it is anticipated 50% of the Village's construction cost would be eligible for reimbursement from the Commission. This would result in an approximate \$300,000 reimbursement.
- Hoffman Estates will act as the lead agency in the design engineering and the Village would reimburse at 50%. The Village of Palatine would then act as the lead agency in the construction and construction engineering with Hoffman Estates reimbursing for 50%.
- The Village of Palatine's typical water demand is 7 MGD. The Village has an existing water interconnection with the City of Rolling Meadows that could flow approximately 2 MGD. The proposed interconnection with Hoffman Estates would be similar size and could allow the Village of Palatine to accommodate more than half of our normal day demand during an emergency.
- Both Hoffman Estates and Rolling Meadows receive their Lake Michigan water supply from the Northwest Suburban Municipal Joint Action Water Agency which has a separate connection to Lake Michigan and separate delivery pipe line from the Northwest Water Commission, therefore increasing reliability for the Villages should either supplier experience a service interruption.

ALTERNATIVES:

1. Approve the Intergovernmental Agreement with the Village of Hoffman Estates for the water system interconnection.
2. Refer back to Staff with comments.

RECOMMENDATION:

Staff recommends approval of the intergovernmental agreement.

BUDGET IMPACT:

The cost of this intergovernmental agreement has been budgeted in the Capital Improvement Plan from the Water Fund.

ACTION REQUIRED:

Motion to approve the intergovernmental agreement between the Village of Palatine and the Village of Hoffman Estates.

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

Consider an Ordinance Establishing the Required Number of Signatures for Nominating Petitions for the Office of Mayor, Clerk and Council Members in the Village of Palatine, Illinois to Only Apply During the Nominating Petition Season for the General Consolidated Election on April 6, 2021 Due to the Long Lasting and Ongoing Impacts of the Covid-19 Pandemic

BACKGROUND: Candidates for office within the Village of Palatine secure their name on the ballot through a petition process. As Palatine is a Council Manager form of government with the Council elected by district, in 2010 the Village adopted an Ordinance that specifically requires a minimum of 125 petition signatures for office of district councilman and 750 signatures for the office of Mayor or Village Clerk. This has served as the standard for the past decade.

KEY ISSUES: With the current COVID-19 pandemic and social distancing guidelines in place and likely to remain through the calendar year, the petition circulation process could be impacted as more people are reluctant to answer their doors or have direct contact with other people. This could impact the ability to get the required number of signatures.

As a home rule unit of government and operating under the Council Manager form, there are several calculations that can provide guidance as to the signature requirements. Given the current pandemic and based upon the statutory options, it is recommended that the required petition signatures be reduced for the upcoming 2021 Consolidated Election. The ordinance would supersede the 2010 ordinance and only be in place for this one election cycle. The proposed ordinance would require 60 signatures for district council and 360 signatures for the office of Mayor and Village Clerk.

ALTERNATIVES:

1. Adopt the ordinance temporarily reducing signature requirements
2. Do not adopt ordinance and use the 2010 signature requirements

RECOMMENDATION:

It is recommended that the ordinance be approved based upon the current COVID-19 pandemic.

ACTION REQUIRED:

A motion to approve an ordinance temporarily reducing the signature requirement for public office.

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

Consider an Ordinance Revising the 2020 Salary Ordinance to Reflect the Fully Ratified Collective Bargaining Agreement with the Fraternal Order of Police

BACKGROUND:

The Mayor and Village Council adopt a salary schedule as part of the Village's annual budget approval process. The salary schedule remains in effect throughout the year unless formally amended.

KEY ISSUES:

At the time the 2020 annual salary ordinance (O-104-19) was adopted on December 2, 2019, the collective bargaining agreement with the Village's Police Officers (Fraternal Order of Police) was under negotiation. Under a separate resolution on June 8, 2020, the Village Council approved the terms of the new collective bargaining agreement. The proposed revised salary ordinance reflects the associated salary adjustments included within the new collective bargaining agreement.

BUDGET IMPACT: Included in the 2020 annual budget.

1. Approve the Ordinance.
2. Do not approve the Ordinance.

RECOMMENDATION:

Staff recommends approval of the amendments to the Salary Ordinance establishing rates of compensation for certain officers and employees of the Village.

ACTION REQUIRED:

A motion to approve the ordinance amending Ordinance #O-104-19 Establishing Rates of Compensation for certain officers and employees of the Village.

ATTACHMENTS:

- Salary Ord
- CY 2020 Step Schedule - June 2020

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

ORDINANCE NO. _____

**AN ORDINANCE AMENDING ORDINANCE #0-104-19, AS AMENDED,
ESTABLISHING RATES OF COMPENSATION FOR CERTAIN OFFICERS
AND EMPLOYEES OF THE VILLAGE OF PALATINE**

WHEREAS, Ordinance #0-104-19 established the rates of compensation for certain officers and employees of the Village of Palatine, with Salary Schedule I and Schedule II; and

WHEREAS, at the time Ordinance #0-104-19 was adopted, the Collective Bargaining Agreement between the Police Officers Union, Fraternal Order of Police (FOP) was still under negotiation; and

WHEREAS, this Ordinance updates the salary schedule in accordance with the ratified FOP contract effective January 1, 2020; and

WHEREAS, the changes listed above are reflected in Salary Schedules I and II; and

WHEREAS, the Mayor and Village Council of the Village of Palatine wish to amend Ordinance #0-104-19, as amended, with an effective date of January 1, 2020.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council of the Village of Palatine, Cook County, Illinois, that:

SECTION 1: Ordinance #0-104-19, as amended, is hereby amended by deleting Schedule I and Schedule II in their entirety and by substituting therefore a new Schedule I and Schedule II, as attached hereto, with an effective date of January 1, 2020.

SECTION 2: All ordinances or parts of ordinances in conflict with this

Attachment: Salary Ord (Revised 2020 Salary Ordinance (CA))

ordinance be and the same are hereby repealed.

SECTION 3: This ordinance shall be in full force and effect, with an effective date of January 1, 2020.

PASSED: This _____ day of _____, 2020

AYES: _____ NAYS: _____ ABSENT: _____ PASS: _____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk
this _____ day of _____, 2020

Village Clerk

Attachment: Salary Ord (Revised 2020 Salary Ordinance (CA))

SCHEDULE 1

EFFECTIVE: January 1, 2020

VILLAGE OF PALATINE
CY 2020 SALARY SCHEDULE

Grade Code	Grade Description	Hourly Rates															
		Step 1	Step 1a	Step 2	Step 2a	Step 3	Step 3a	Step 4	Step 4a	Step 5	Step 5a	Step 6	Step 6a	Step 7	Step 7a	Step 8	Step 9
NSC-01	Non-Supv/Conf Grade 1	19.49	20.07	20.67	21.29	21.93	22.59	23.27	23.97	24.57	25.18	25.81	26.46	27.12	27.80	28.50	29.21
NSC-02	Non-Supv/Conf Grade 2	21.83	22.38	22.94	23.51	24.10	24.70	25.32	25.95	26.60	27.27	27.95	28.65	29.37	30.10	30.85	31.60
NSC-03	Non-Supv/Conf Grade 3	24.74	25.36	25.99	26.64	27.31	27.99	28.69	29.41	30.15	30.90	31.67	32.46	33.27	34.10	34.95	35.80
NSC-04	Non-Supv/Conf Grade 4	23.08	23.66	24.25	24.86	25.48	26.12	26.77	27.44	28.13	28.83	29.55	30.29	31.05	31.83	32.63	33.43
NSC-05	Non-Supv/Conf Grade 5	25.47	26.11	26.76	27.43	28.12	28.82	29.54	30.28	31.04	31.82	32.62	33.44	34.28	35.14	36.02	36.90
NSC-06	Non-Supv/Conf Grade 6	24.29	24.90	25.52	26.16	26.81	27.48	28.17	28.87	29.59	30.33	31.09	31.87	32.67	33.49	34.33	35.17
NSC-07	Non-Supv/Conf Grade 7	29.85	30.60	31.36	32.14	32.94	33.76	34.60	35.46	36.35	37.26	38.19	39.14	40.12	41.12	42.15	43.19
NSC-08	Non-Supv/Conf Grade 8	31.08	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.79	41.81	42.86	43.93	45.01
NSC-09	Non-Supv/Conf Grade 9	34.97	35.84	36.74	37.66	38.60	39.57	40.56	41.57	42.61	43.68	44.77	45.89	47.04	48.22	49.43	50.64
NSC-10	Non-Supv/Conf Grade 10	36.08	36.98	37.90	38.85	39.82	40.82	41.84	42.89	43.96	45.06	46.19	47.34	48.52	49.73	50.97	52.21
SC-01	Supv/Conf Grade 1	24.74	25.36	25.99	26.64	27.31	27.99	28.69	29.41	30.15	30.90	31.67	32.46	33.27	34.10	34.95	35.80
SC-02	Supv/Conf Grade 2	26.08	26.73	27.40	28.08	28.78	29.50	30.24	31.00	31.77	32.56	33.37	34.20	35.05	35.93	36.83	37.74
SC-03	Supv/Conf Grade 3	27.95	28.65	29.37	30.10	30.85	31.62	32.41	33.22	34.05	34.90	35.77	36.66	37.58	38.52	39.48	40.45
SC-04	Supv/Conf Grade 4	29.80	30.55	31.31	32.09	32.89	33.71	34.55	35.41	36.30	37.21	38.14	39.09	40.07	41.07	42.10	43.14
SC-05	Supv/Conf Grade 5	31.08	31.86	32.66	33.48	34.32	35.18	36.06	36.96	37.88	38.83	39.80	40.79	41.81	42.86	43.93	45.01
SC-06	Supv/Conf Grade 6	34.08	34.93	35.80	36.69	37.61	38.55	39.51	40.50	41.51	42.55	43.61	44.70	45.82	46.97	48.14	49.32
SC-07	Supv/Conf Grade 7	35.54	36.43	37.34	38.27	39.23	40.21	41.22	42.25	43.31	44.39	45.50	46.64	47.81	49.01	50.24	51.48
SC-08	Supv/Conf Grade 8	37.82	38.77	39.74	40.73	41.75	42.79	43.86	44.96	46.08	47.23	48.41	49.62	50.86	52.13	53.43	54.74
SC-09	Supv/Conf Grade 9	32.94	33.76	34.60	35.47	36.36	37.27	38.20	39.15	40.13	41.13	42.16	43.21	44.29	45.40	46.53	47.68
SC-10	Supv/Conf Grade 10	39.57	40.56	41.57	42.61	43.68	44.77	45.89	47.04	48.22	49.43	50.67	51.94	53.24	54.57	55.93	57.30
SC-11	Supv/Conf Grade 11	40.87	41.89	42.94	44.01	45.11	46.24	47.40	48.58	49.79	51.03	52.31	53.62	54.96	56.33	57.74	59.16
SC-12	Supv/Conf Grade 12	40.67	41.69	42.73	43.80	44.89	46.01	47.16	48.34	49.55	50.79	52.06	53.36	54.69	56.06	57.46	58.87

Attachment: CY 2020 Step Schedule - June 2020 (Revised 2020 Salary Ordinance (CA))

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2020

**VILLAGE OF PALATINE
CY 2020 SALARY SCHEDULE**

Grade Code	Grade Description	Hourly Rates							
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
FDU-01	FD Union Grade 1	24.95	26.15	28.23	29.58	31.00	32.49	33.63	34.81
FDU-02	FD Union Grade 2	29.51	30.93	33.39	34.99	36.67	38.43	39.77	41.16
FDU-03	FD Union Grade 3	33.48	35.09	37.88	39.70	41.61	43.61	45.14	46.72
FDU-04	FD Union Grade 4	36.39	38.14	41.17	43.15	45.22	47.39	48.22	49.06
PDU-01	PD Union Grade 1	36.47	38.22	41.25	43.23	45.31	47.49	49.15	50.87
PWU-01	PW Union Grade 1	24.15	25.31	27.32	28.63	30.00	31.44	32.54	33.68
PWU-02	PW Union Grade 2	24.58	25.76	27.81	29.14	30.54	32.01	33.13	34.29
PWU-03	PW Union Grade 3	26.41	27.68	29.88	31.31	32.81	34.38	35.58	36.83
PWU-04	PW Union Grade 4	24.58	25.76	27.81	29.15	30.55	32.02	33.14	34.30
PWU-05	PW Union Grade 5	28.59	29.96	32.34	33.89	35.52	37.23	38.53	39.88
PWU-06	PW Union Grade 6	28.21	29.56	31.91	33.44	35.05	36.73	38.02	39.35
PWU-07	PW Union Grade 7	28.13	29.48	31.82	33.35	34.95	36.63	37.91	39.24
PWU-08	PW Union Grade 8	29.09	30.49	32.91	34.49	36.15	37.88	39.21	40.58
PWU-09	PW Union Grade 9	30.52	31.98	34.52	36.18	37.92	39.74	41.13	42.57
PWU-10	PW Union Grade 10	30.34	31.80	34.33	35.98	37.71	39.52	40.90	42.33
PWU-11	PW Union Grade 11	30.73	32.21	34.77	36.44	38.19	40.02	41.42	42.87
PWU-12	PW Union Grade 12	31.31	32.81	35.41	37.11	38.89	40.76	42.19	43.67

SCHEDULE 1 (Continued)

EFFECTIVE: January 1, 2020

**VILLAGE OF PALATINE
CY 2020 SALARY SCHEDULE ADDENDUM**

Grade Code	Grade Description	Positions Assigned to Grade		
NSC-01	Non-Supv/Conf Grade 1	Customer Service Representative		
NSC-02	Non-Supv/Conf Grade 2	Police Assistant	Animal Warden	
NSC-03	Non-Supv/Conf Grade 3	Support Services Specialist		
NSC-04	Non-Supv/Conf Grade 4	Police Clerk		
NSC-05	Non-Supv/Conf Grade 5	Utility Billing Clerk		
NSC-06	Non-Supv/Conf Grade 6	Associate Sanitarian		
NSC-07	Non-Supv/Conf Grade 7	Police Social Worker	Systems Specialist	
NSC-08	Non-Supv/Conf Grade 8	Inspector 1		
NSC-09	Non-Supv/Conf Grade 9	Inspector 2		
NSC-10	Non-Supv/Conf Grade 10	Sanitarian		
SC-01	Supv/Conf Grade 1	Human Resources Rep		
SC-02	Supv/Conf Grade 2	Management Analyst (80)	Volunteer Coordinator	
SC-03	Supv/Conf Grade 3	Administrative Assistant	Technical Support Specialist	
SC-04	Supv/Conf Grade 4	Management Analyst (70)	Finance Clerk	
SC-05	Supv/Conf Grade 5	Unassigned		
SC-06	Supv/Conf Grade 6	Human Resources Asst	Accountant 1	Planner 1
SC-07	Supv/Conf Grade 7	Unassigned		
SC-08	Supv/Conf Grade 8	Unassigned		
SC-09	Supv/Conf Grade 9	Unassigned		
SC-10	Supv/Conf Grade 10	Building Plans Examiner		
SC-11	Supv/Conf Grade 11	Police Sergeant	Public Works Coordinator	
SC-12	Supv/Conf Grade 12	Unassigned		
PDU-01	PD Union Grade 1	Police Officer		
FDU-01	FD Union Grade 1	Probationary Firefighter		
FDU-02	FD Union Grade 2	Firefighter/Paramedic		
FDU-03	FD Union Grade 3	Fire Lieutenant		
FDU-04	FD Union Grade 4	Fire Captain		
PWU-01	PW Union Grade 1	Asst Bldg Engineer 1		
PWU-02	PW Union Grade 2	Maintenance 1		
PWU-03	PW Union Grade 3	Supply Controller		
PWU-04	PW Union Grade 4	Mechanic 1		
PWU-05	PW Union Grade 5	Utility Tech 1		
PWU-06	PW Union Grade 6	Maintenance 2	Asst Bldg Engineer 2	
PWU-07	PW Union Grade 7	Unassigned		
PWU-08	PW Union Grade 8	Utility/Meter Service Worker	Utility Tech 2	
PWU-09	PW Union Grade 9	Team Leader	Acting Team Leader	
PWU-10	PW Union Grade 10	Electrician		
PWU-11	PW Union Grade 11	Mechanic 2		
PWU-12	PW Union Grade 12	Technical Team Leader		

Attachment: CY 2020 Step Schedule - June 2020 (Revised 2020 Salary Ordinance (CA))

VILLAGE OF PALATINE CY 2020 SALARY SCHEDULE

EXECUTIVE LEADERSHIP

Deputy Village Manager
Director of Finance and Operations
Fire Chief
Police Chief
Director of Public Works
Director of Information Technology
Director of Community Services
Director of Planning & Zoning
Director of Human Resources

As determined by the Village Manager,
not to exceed \$179,515

MANAGEMENT AND PROFESSIONALS

	Minimum	Maximum
Deputy Fire Chief	\$ 109,770	\$ 153,705
Deputy Police Chief	\$ 109,770	\$ 153,705
Deputy Director Public Works	\$ 104,375	\$ 143,555
Village Engineer	\$ 104,375	\$ 143,555
Public Works Superintendent	\$ 95,365	\$ 136,485
Fire Battalion/Division Chief	\$ 95,365	\$ 136,485
Police Commander	\$ 95,365	\$ 136,485
Assistant Finance Director	\$ 91,025	\$ 133,095
Assistant Village Engineer	\$ 91,025	\$ 133,095
Systems Engineer	\$ 91,025	\$ 133,095
Accounting Manager	\$ 77,640	\$ 116,485
Customer Service Supervisor	\$ 77,640	\$ 116,485
Field Director, Environmental Health	\$ 77,640	\$ 116,485
Field Director, Neighborhood Services	\$ 77,640	\$ 116,485
Assistant Building Official	\$ 77,640	\$ 116,485
Fire Marshal	\$ 77,640	\$ 116,485
Human Resources Coordinator	\$ 77,640	\$ 116,485
Assistant Planning & Zoning Director	\$ 77,640	\$ 116,485
Information Technology Administrator	\$ 73,730	\$ 112,410
Civil Engineer	\$ 68,240	\$ 104,025
Accountant 2	\$ 64,470	\$ 98,275
Planner 2	\$ 64,470	\$ 98,275
Assistant Civil Engineer	\$ 64,470	\$ 98,275
Deputy Village Clerk	\$ 60,245	\$ 84,380

OTHER

Seasonal Snow Plow Operator	Not to exceed, per hour:	\$ 27.41
Fire Inspector	Not to exceed, per hour:	\$ 27.09
Cable TV/Video Operator	Not to exceed, per hour:	\$ 20.94
Intern	Not to exceed, per hour:	\$ 17.71
Seasonal Part Time	Not to exceed, per hour:	\$ 20.94
Crossing Guard	Not to exceed, per hour:	\$ 15.40
Project Manager	Not to exceed, per hour:	\$ 91.54
Mobile Integrated Healthcare - Community Paramedic	Not to exceed, per hour:	\$ 41.01

Consider an Ordinance Granting a Minor Special Use and Variation to Allow a Shed at 5 E. Daniels Road

BACKGROUND:

The Subject Property, zoned R-2 Single-Family Residential, contains a single-family residence. The Petitioners are proposing to replace an existing shed with a new shed in the exact same location. The proposed shed encroaches on both the side and rear setbacks and an existing easement. Therefore, the Petitioners are requesting approval of the following:

- 1) Minor Special Use to permit a shed to be located 2 feet from the interior side lot line and 3 feet from the rear lot line, instead of the minimum required 5 feet; and**
- 2) Minor Variation to permit a shed in the easement.**

KEY ISSUES:

- Per Code, a shed must be located at least 5 feet from the interior side and rear lot line and may not be in an easement. The existing shed is located approximately 2 feet from the interior side lot line, 3 feet from the rear lot line and encroaches 7 feet into the public easement. The proposed shed would be replaced in the same location. The Village Engineer has reviewed the proposed replacement shed and does not have any specific concerns.
- The proposed shed is 8' x 12' (96 square feet) and approximately 9 feet in height, which is below the maximum allowed height of 15 feet.
- As required, the Petitioners have obtained the required approvals from the neighboring properties and received sign off from the utility companies.

ALTERNATIVES:

1. Approve the Minor Special Use and Minor Variation to permit a shed to be located within the required setbacks and easement.
2. Do not approve the Minor Special Use and Minor Variation to permit a shed to be located within the required setbacks and easement.

RECOMMENDATION:

This request was reviewed by all relevant Departments and the Petitioner has submitted sign-off approvals from the surrounding residents and utility companies, as required. Therefore, Staff recommends approval of the proposal.

ACTION REQUIRED:

A motion to approve a Minor Special Use and Minor Variation to permit a shed to be located within the required setbacks and easement for the property at 5 E Daniels Road.

ATTACHMENTS:

- Aerial map - 5 E. Daniels Road

- ORD SU VAR 5 E Daniels Rd
- Plat - Site Plan
- Application

RESULT:	APPROVED BY CONSENT VOTE [UNANIMOUS]
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT:	Brad Helms

5 E. Daniels Road

8.11.a

VILLAGE OF
PALATINE

164 S

170 S

W DANIELS RD

9W

212 S

222 S

226 S

S PLUM GROVE RD

159 S

163 S

4E

5E

209 S

215 S

221 S

227 S

231 S

158 S

162 S

168 S

20 E

19 E

208 S

214 S

220 S

226 S

232 S

E DANIELS RD

0 60 120
Feet
1 in. = 60 ft.

Attachment: Aerial map - 5 E. Daniels Road (5 E Daniels Rd - Minor SU VAR Shed (CA))

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A MINOR VARIATION AND MINOR SPECIAL USE
5 E. DANIELS DRIVE**

WHEREAS, pursuant to an application submitted to the Village of Palatine for Minor Variation to Permit a Shed to be Located in an Easement pursuant to Section 14.03 (b) (2) of the Palatine Zoning Ordinance, Minor Special Use to Permit a Shed to be located 2 feet from the interior side and 3 feet from rear lot line pursuant to Section 14.05 (b) (1) (a) of the Palatine Zoning Ordinance of the Palatine Zoning Ordinance on the property commonly known as 5 E. Daniels Road (PIN# 02-23-110-001).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: Minor Variation to Permit a Shed to be Located in an Easement pursuant to Section 14.03 (b) (2) of the Palatine Zoning Ordinance, Minor Special Use to Permit a Shed to be located 2 feet from the interior side and 3 feet from rear lot lines pursuant to Section 14.05 (b) (1) (a) of the Palatine Zoning Ordinance, is hereby granted, subject to the following condition(s):

1. The Minor Variation and Minor Special Us shall substantially conform to the site plans submitted by the Petitioners, Jared and Natasha Sims, attached hereto, except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That the petition for a Minor Variation and Special Uses be attached hereto and form a part of this ordinance.

Attachment: ORD SU VAR 5 E Daniels Rd - Minor SU VAR Shed (CA))

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2020

AYES:_____ **NAYS:**_____ **ABSENT:**_____ **PASS:**_____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
 _____ day of _____, 2020

Village Clerk

Attachment: ORD SU VAR 5 E Daniels Rd (5 E Daniels Rd - Minor SU VAR Shed (CA))

PLUM GROVE ROAD



**DEPARTMENT OF PLANNING & ZONING**

200 E. Wood Street · Palatine, IL · 60067-5339

Telephone: (847) 359-9047 · Fax (847) 963-6247

www.palatine.il.us

MINOR VARIATION REQUEST AND SPECIAL USE

Please complete this form in its entirety. If you need help, call the Department of Planning and Zoning at (847) 359-9047. Please print or type all information.

1. Name of Petitioner(s): Jared & Natasha Sims
Address: 5 E Daniels RD
Home Telephone:
Business Telephone: Email:
2. Describe the proposed Variation: We are replacing current shed which is in the utility easement. Need variation to rebuild in easement
3. The petitioner's signature below indicates that he/she owns the property and that the information contained in this application and on any accompanying documents is true to the best of his/her knowledge.

Signature(s) of Petitioner(s)

Date: 6/12/2020

Consider an Ordinance Granting a Minor Special Use to Allow a Shed at 15 W. Washington Street

BACKGROUND:

The Subject Property, zoned R-2 Single-Family Residential, contains a single-family residence. The Petitioners received a permit for the installation of a new shed. However during the inspection it was determined the shed was installed within the setback requirements. Therefore, the Petitioners are requesting approval of the following:

Minor Special Use to permit a shed to be located 1 foot from the interior side and rear lot lines, instead of the minimum required 5 feet.

KEY ISSUES:

- Per Code, a shed must be located at least 5 feet from the interior side lot line. The shed was installed approximately 17 inches from the side lot line and 20 inches from the rear lot line, thus closer than required 5-foot setbacks.
- The proposed shed is 8' x 10' (80 square feet) and approximately 9 feet in height, which is below the maximum allowed height of 15 feet. The Petitioner's have a fenced rear yard surrounding a portion of the shed.
- As required, the Petitioners have obtained the required approvals from the neighboring property owners.

ALTERNATIVES:

1. Approve the Minor Special Use for a shed to be located within the required side setback.
2. Do not approve the Minor Special Use for a shed to be located within the required side setback.

RECOMMENDATION:

This request was reviewed by all relevant Departments and the Petitioner has submitted sign-off approvals from the surrounding residents, as required. Therefore, Staff recommends approval of the proposal.

ACTION REQUIRED:

A motion to approve a Minor Special Use to permit a shed to be located within the required side yard for the property at 15 W. Washington Street.

ATTACHMENTS:

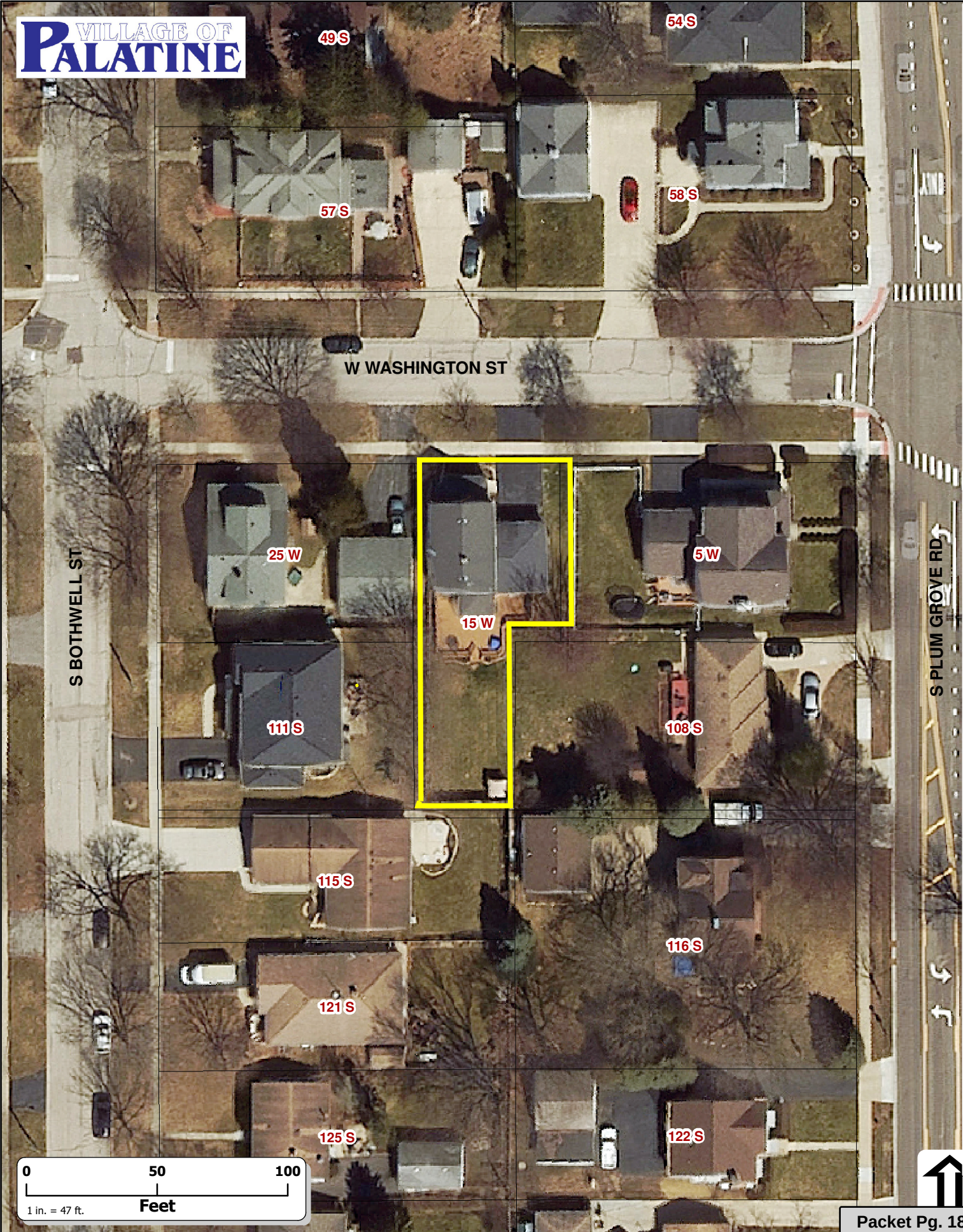
- Aerial map - 15 W. Washington Street
- ORD Minor SU 15 W Washington St
- Plat of Survey-Site Plan
- Application

RESULT: **APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Scott Lamerand, District 2 Councilman
SECONDER: Tim Millar, District 1 Councilman
AYES: Millar, Lamerand, Myslinski, Solberg, Kozlowski
ABSENT: Brad Helms

15 W. Washington Street

8.12.a

VILLAGE OF
PALATINE



Attachment: Aerial map - 15 W. Washington Street (15 W Washington St - Minor SU Shed (CA))

ORDINANCE NO. _____

**AN ORDINANCE GRANTING A MINOR SPECIAL USE
15 W. WASHINGTON STREET**

WHEREAS, pursuant to an application submitted to the Village of Palatine for Minor Special Use to Permit a Shed to be located 1 foot from the interior side and rear lot lines pursuant to Section 14.05 (b) (1) (a) of the Palatine Zoning Ordinance on the property commonly known as 15 W. Washington Street (PIN# 02-22-209-066).

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Village Council of the Village of Palatine, Cook County, Illinois, acting in the exercise of their home rule power that:

SECTION 1: Minor Special Use to Permit a Shed to be located 1 foot from the interior side and rear lot lines pursuant to Section 14.05 (b) (1) (a) of the Palatine Zoning Ordinance is hereby granted, subject to the following condition(s):

1. The Minor Special Use shall substantially conform to the site plan submitted by the Petitioner, Kelly Katwica, attached hereto, except as such plans may be changed to conform to Village Codes and Ordinances.

SECTION 2: That the petition for a Minor Special Use be attached hereto and form a part of this ordinance.

SECTION 3: That this ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED: This _____ day of _____, 2020

AYES:_____ NAYS:_____ ABSENT:_____ PASS:_____

APPROVED by me this _____ day of _____, 2020

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this
_____ day of _____, 2020

Village Clerk

Attachment: ORD Minor SU 15 W Washington St (15 W Washington St - Minor SU Shed (CA))

LOT 2 IN WASHINGTON STREET RESUBDIVISION BEING A RESUBDIVISION OF THE NORTH HALF OF LOTS 1 AND 2 TOGETHER WITH THE EAST 32.00 FEET OF LOT 3 IN BLOCK "1" IN PALATINE, A SUBDIVISION BY ALEXANDER S. FRUIT OF PART OF THE NORTHEAST QUARTER OF SECTION 22, TOWNSHIP 42 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED September 18, 2001 AS DOC. NO. 0010865648 IN COOK COUNTY ILLINOIS.

[illegible]

N. PLUM GROVE ROAD

APPROVED 12/10/19 BY [Signature]
PLANNING & ZONING

VILLAGE COPY
APPROVED 7/9/2007
FULL PERMIT



STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

WE, HAGENSEE SURVEYING, LLC, DO HEREBY DECLARE THAT WE HAVE SURVEYED THE HEREON DESCRIBED PROPERTY AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY.

GIVEN UNDER MY HAND AND SEAL THIS 29th DAY OF October, A.D. 2001
SIGNED Thomas E. Nagawane
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2419



HAGENSEE SURVEYING, L.L.C.
ENGINEERS • SURVEYORS • PLANNERS
3050 Finley Road Suite 302 Downers Grove, Illinois 60515
tel: 630/369-1600 fax: 630/369-1574 <http://www.WAHNARD.com>

DATE	REVISIONS	
10-26-01	UPDATED LOT	JR

PROJ MGR. TEH
DRAWN BY. W. W.
DATE. 11/20/9
SCALE. 1"-20"

LOT 2 WASHINGTON
STREET RESUBDIVISION
VILLAGE OF PALATINE

SHEET
1 OF 1
CBPL H293

October 26, 2001 - 10:55 P:\14293\OFFICE\lcbpl-sb2.DWG

**Schedule inspections
online:
www.palatine.il.us
or phone: (847)359-9042
Permit #, inspection item #
and address required
Min. 24 hr. prior notice**

B619-3573

Kelly Kotwica

Permit #
B19-3573

Modification To Existing Permit (In red)



DEPARTMENT OF PLANNING & ZONING

200 E. Wood Street · Palatine, IL · 60067-5339
Telephone: (847) 359-9047 · Fax (847) 963-6247
www.palatine.il.us ·

MINOR SPECIAL USE REQUEST

Please complete this form in its entirety. If you need help, call the Department of Planning and Zoning at (847) 359-9047. Please print or type all information.

1. Name of Petitioner(s): Kelly Kotwica
Address: 15 W. Washington St.
Home Telephone:
Business Telephone: Email:
2. Describe the proposed Special Use:
8x10 Tuff Shed for personal use/storage
within the 5 foot side lot line + 5 foot rear
lot line
3. The petitioner's signature below indicates that he/she owns the property and that the information contained in this application and on any accompanying documents is true to the best of his/her knowledge.

Signature(s) of Petitioner(s)

Date: 6/5/2020