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

MINUTES

MARCH 13, 2023

Regular Meeting **7:00 PM**

I. ROLL CALL – Time: 7:00 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	Late	7:01 PM
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 Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Deputy Fire Chief Scott Mackeben, IT Director Larry Schroth, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

II. PLEDGE TO THE FLAG

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

III. APPROVAL OF MINUTES – Time: 7:01 PM

1. Village Council & Committee of the Whole - Regular Meeting - March 6, 2023 - **Accepted**

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Doug Myslinski, District 3 Councilman
SECONDER:	Scott Lamerand, District 2 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

IV. MAYOR'S REPORT – Time: 7:01 PM

1. As Submitted **-**

Mayor Schwantz announced upcoming events:

Saturday, March 18: 7 AM - Noon
Scouts BSA Troop 209 Annual Pancake Breakfast
First United Methodist Church

March 20 - April 3: Mon. thru Sat.: 9 AM - 5 PM; Sunday: 10 AM - 4 PM
Early Voting for the April 4, 2023 consolidated election
150 W. Wilson Street - Village Hall is not a voting site

Wednesday, March 22: 7 PM - 9 PM
District 1 and District 2 Residents Spring 2023 Meeting
Village Hall Council Chambers

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:02 PM

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

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VI. COMMITTEE OF THE WHOLE

A. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:03 PM

BRAD HELMS, CHAIRMAN

1. 850 E. Northwest Highway (Council District 6)

The motion was to approve Items A. and B.

Planning & Zoning Director Ben Vyverberg presented the Petitioner's request for a Special Use to permit a gas station and convenience store; a Variation to permit an existing building to encroach into the required rear and side yard; and a Variation to permit a drive aisle to be 21.5 feet instead of the permitted 24. The Petitioner proposes renovating the building and the gas station with new underground fuel storage tanks and fuel pumps. Petitioner plans to create an additional retail space for a convenience store. The ZBA voted unanimously to approve a Special Use to permit a gas station and convenience store and staff concurs.

In response to Councilman Kozlowski, Vyverberg reinforced the plan to replace the underground gas tanks.

Ben Vyverberg recommended approval of the Petitioner's request for a resolution of support for the filing of a 7c Cook County Tax Classification to encourage commercial development on qualifying properties to help offset their redevelopment costs and investment.

RESULT:	**ADOPTED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

A. Consider an Ordinance Granting a Special Use and Variations to Permit a Gas Station and Convenience Mart at 850 E. Northwest Highway **- Approved** (Council District: Six)

B. Consider a Resolution of Support for the Filing of a 7C Cook County Tax Classification for the Benefit of the Property Located at 850 E. Northwest Highway **- Adopted by Voice Vote** (Council District: Six)

2. As Submitted **-**

Nothing was submitted.

B. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:06 PM

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion Approving an Agreement with Peralte-Clark LLC for Engineering Services for Phase I of the Smith and Colfax Drainage Improvements **- Approved by Voice Vote**

Public Works Director Matt Barry presented the 2,000 man-hours of professional services expected to perform the hydraulic modeling, preliminary design components and technical materials needed to finalize detailed conditions of approval with the Metropolitan Water Reclamation District. Detailed hydraulic studies, detention calculations, evaluations of utility relocations to accommodate the changes to the reservoir and the route to the reservoir, conceptual design of a railroad crossing and a lift station design concept are major components of the engineering work. The MWRD reviewed the scope of work and indicated their general concurrence. Staff recommends approval of the agreement with Peralte-Clark LLC for engineering services for Phase I of the Smith and Colfax Drainage Improvements in the amount of $354,960 to be fully funded from the Downtown (TIF) fund.

In response to Councilman Lamerand, Barry stated the plans are scheduled to be completed this year, with anticipated project completion by 2024-25.

Mayor Schwantz commended staff for working with MWRD for this desperately needed improvement in water retention.

Councilmen Helms cited the benefits to residents living north and east of the intersection all the way to St Theresa.

Councilman Lamerand added the additional benefits of this project to residents living along the Salt Creek corridor and on to Pleasant Hill and Cheryl.

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

2. Consider a Motion to Award a Contract for the 2023 Sewer Rehabilitation Program **- Approved by Voice Vote**

   Based on budget appropriations for 2023 Sewer Rehabilitation, Public Works Director Matt Barry recommended approval of a contract with the low responsible bidder, Benchmark Construction Company, Incorporated of Bartlett, Illinois in the amount of $228,633.

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

3. As Submitted **-**

   Nothing was submitted.

C. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. Discussion Regarding Potential Code Amendments Related to the Licensing and Regulating of Food Trucks **-**

   Village Manager Reid Ottesen opened discussion of expanding food truck presence in Palatine beyond a few special events currently allowed. This is a discussion to determine the extent the Council wants to see as policy. We want to support our bricks and mortar businesses, and we want to insure that food trucks pay their fair share of state sales tax. We want Council input to guide changes to our licensing and Ordinances.

   Community Development Director Mike Jacobs opened discussion with potential amendments to temporary food vendors specifically for food trucks. Currently food trucks are permitted for special events. The following are

under consideration:

- Allow food trucks beyond Palatine special events
- Identify locations, including private commercial property, without impacting parking, traffic, emergency access, and administrative approval
- Restrict time, hours and frequency
- Set fees: application and license

Ottesen stated we do not want to see on-street use, or taking parking spaces. Food trucks could be parked along residential streets for private parties. He suggested limiting hours from 10:30 AM to 8 PM. Staff is looking for broad perspective.

Mayor Schwantz noted the presence of the Kona Ice truck 15 times last year and supported food trucks at large events. Jacobs stated some trucks may want a license for a single event, others may seek licensing for multiple dates.

Councilman Kozlowski asked about protecting local businesses. A food truck is illegal if it does not have a temporary food event permit.

Food trucks would be required to apply for licensing to be at such events as PAFFA football games.

In response to Councilman Myslinski, Ottesen said times and locations would be set by the Village with flexibility. An office complex may want a food truck regularly. They would be required to adhere to rules and regulations.

In response to Councilman Helms' question about proximity to brick and mortar business, Ottesen stated trucks would be licensed and would have date, location and duration cleared by Village.

Ottesen stated that income must be reported on the ST-1 IL tax form.

Staff proposes an initial annual inspection, otherwise inspections would be triggered by complaint. These trucks are being inspected frequently by every municipality in which they operate.

Councilman Lamerand supports allowing food trucks for private parties, but questioned the wise use of staff time for regulating food trucks throughout the Village. He fears a trick bag.

Ottesen suggested one day per week from Memorial Day to Labor Day to allow food trucks in the downtown area and one day on Northwest Highway, and one at a car dealership, for example. Staff is looking for flexibility with control. This can be a pilot to get going for the first year.

In response to Councilman Solberg, Jacobs stated this is different from prepackaged food (ice cream truck) this is for food preparation trucks. Village

would annually license trucks, and register for the number of dates and times.

Councilman Myslinski stated that some businesses are anticipating truck business in downtown.

Ottesen is looking for a general consensus to try it for a year and make adjustments.

Park District has done a one-day event. Ottesen suggests one day a month to bring in more people to the downtown.

Councilman Millar stated this will bring more people to utilize public areas in town. Millar asked about storage of food trucks during winter months, can they be parked in garage, not out front as advertising without zoning. Not to be used for advertising, unless approved like Chicago Culinary.

Jacobs noted potential need for port-o-potties near the food trucks.

General Consensus is to direct staff to prepare an initial pilot program for review along the way. Staff will bring this back in April with more detail.

Roman Golash, 418 E. Juniper Drive, Palatine, asked what is the basic concept of this action, but suggested having some trucks near the High Schools which may decrease the traffic around the schools. He fears a negative response from brick & mortar businesses.

Ottesen stated that we needed to make some changes in how we license food trucks. This could generate bringing more people into the downtown. We do not want a negative impact. We had not thought of schools, possibly Harper. Golish cautioned about food borne illnesses.

2. As Submitted **-**

   Nothing was submitted.

D. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:44 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

E. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:44 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

F. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:44 PM

TIM MILLAR, CHAIRMAN

1. As Submitted **-**

Nothing was submitted.

VII. RECONVENE THE VILLAGE COUNCIL MEETING – Time: 7:44 PM

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

RESULT:	**MOTION CARRIED BY VOICE VOTE [UNANIMOUS]**
MOVER:	Brad Helms, District 6 Councilman
SECONDER:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, 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:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

1. Consider an Ordinance Granting a Special Use and Variations to Permit a Gas Station and Convenience Mart at 850 E. Northwest Highway **- Approved** (Council District: Six)

   Ordinance # O-20-23

2. Consider a Resolution of Support for the Filing of a 7C Cook County Tax Classification for the Benefit of the Property Located at 850 E. Northwest Highway **- Adopted by Roll Call** (Council District: Six)

   Resolution # R-7-23

3. Consider a Motion Approving an Agreement with Peralte-Clark LLC for Engineering Services for Phase I of the Smith and Colfax Drainage Improvements **- Approved**

4. Consider a Motion to Award a Contract for the 2023 Sewer Rehabilitation Program **- Approved**

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 7:45 PM

GREG SOLBERG, CHAIRMAN

1. As Submitted **-**

   No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:45 PM

TIM MILLAR, CHAIRMAN

1. As Submitted **-**

   No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:45 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   No Report

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:45 PM

DOUG MYSLINSKI, CHAIRMAN

1. As Submitted **-**

   No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:45 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted **-**

   No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:45 PM

BRAD HELMS, CHAIRMAN

1. As Submitted **-**

   No Report

X. REPORTS OF THE VILLAGE OFFICERS

A. VILLAGE MANAGER – Time: 7:45 PM

1. As Submitted **-**

   No Report

B. VILLAGE CLERK – Time: 7:45 PM

1. As Submitted **-**

   No Report

C. VILLAGE ATTORNEY – Time: 7:45 PM

1. As Submitted **-**

   No Report

XI. CLOSED SESSION AS REQUIRED

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE

No one came forward.

XIII. ADJOURNMENT – Time: 7:45 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:	Kollin Kozlowski, District 5 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Submitted by:

Margaret R. Duer
Village Clerk

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VILLAGE COUNCIL & COMMITTEE OF THE WHOLE

MINUTES

MARCH 6, 2023

Regular Meeting **7:00 PM**

I. ROLL CALL – Time: 7:00 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	Absent	
Greg Solberg	District 4 Councilman	Present	
Kollin Kozlowski	District 5 Councilman	Late	7:01 PM
Brad Helms	District 6 Councilman	Present	

Also Present:
Village Clerk Marg Duer, Village Manager Reid Ottesen, Deputy Village Manager Hadley Skeffington-Vos, Village Attorney Patrick Brankin, Director of Community Development Mike Jacobs, Director of Planning & Zoning Ben Vyverberg, Director of Public Works Matt Barry, Police Chief Dave Daigle, Fire Chief Patrick Gratzianna, IT Director Larry Schroth, Director of Finance Paul Mehring, and Director of Human Resources Pam Jackson

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

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

III. APPROVAL OF MINUTES

1. Village Council & Committee of the Whole - Regular Meeting - February 20, 2023 **- Accepted**

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Greg Solberg, District 4 Councilman
AYES:	Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

IV. MAYOR'S REPORT

1. As Submitted -

Mayor Schwantz announced upcoming events:

Saturday March 11: 11AM
Durty Nellie's St. Patrick's Day Parade
Along Wood Street

Every Friday through March 31: 4 PM - 7 PM
Knights of Columbus Fish Fry
St. Thomas of Villanova Rowley Center

Every Friday through April 7: 5:45 PM - 8 PM
American Legion Fish Fry
American Legion Hall

Wednesday, March 22: 7 PM - 9 PM
District 1 and District 2 Residents Spring 2023 Meeting
Village Hall Council Chambers

Palatine Fire Department Smoke Alarm Program
This program is focused on providing free smoke alarms to those Palatine residents with limited financial means, disabilities, seniors 65 and over, and residents who are unable to install their alarms because of physical limitations. Contact the Palatine Fire Department for more information.

Parkway Branch Pickup
Since the recent ice storm, Public Works has concluded their pickup of damaged parkway branches. If you feel that a parkway branch was missed, please call Public Works at (847) 705-5200.
Branches and limbs from trees on private property will not be collected. Residents with private brush to dispose of may store it until yard waste collection resumes the week of April 3rd or hire a contractor to haul it away.

V. RECESS TO THE COMMITTEE OF THE WHOLE – Time: 7:02 PM

Recess to Committee of the Whole **- 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:	Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

VI. COMMITTEE OF THE WHOLE

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

BRAD HELMS, CHAIRMAN

1. Consider Ordinances Granting a Vacation of a Portion of the Olive Street Right-of-Way, a Setback Reduction and Variations for Permitted Obstructions, and a Resolution Consolidating Five Existing Lots and the Vacated Olive Street Right-of-Way at 530 S. Williams Avenue **- Continued** (Council District: Five)

   Planning & Zoning Director Ben Vyverberg presented Salt Creek Rural Park District's request for a Special Use for a setback reduction, Vacation of Olive St. right-of-way, and a Variation to permit a parking lot, drop off lane, and parking spaces in the right of way to be managed through a license agreement with the Village. This is in conjunction with the construction of a new 8,532 square foot multipurpose building and park which meet MWRD requirements for drainage. Landscaping will be part of the building approval. The Plan Commission voted unanimously to recommend approval of the request and staff concurs.

   Bart Hickman, 626 S. Williams, resident adjacent to the subject property, expressed concern for the runoff contaminating his well with salt, lead contaminates as mentioned by Cook County. Hickman asked that Village water connection be provided by the Salt Creek Park District.

   Village Manager Reid Ottesen stated when the Village water line was extended along Williams, some residents hooked in, some did not. Hickman asked the park district to pay for his hook up. Ottesen said the Village would not pay for his hook up, and could not mandate the park district to do so, but the resident could work with the park district. The landscaping has been addressed.

   Frank Parisi, Williams Architects, said civil engineering created a plan for 100 feet to the property line, and the resident is another 50 feet away. Water is self-contained in a slow release tank which will go directly into the storm water system, not into a French drain.

   Hickman understood at the last meeting that it was a French drain, slowly leaching into the ground.

   Councilman Helms said he would seek specifics.

   Vyverberg stated there was a drain and the overflow would be slow released into the ground.

   Ottesen stated that this item meets codes but could be continued to determine if it is a closed system or not.

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

Councilman Millar preferred clear answers.

Hickman stated that the connection to the Village cost has increased, it may be over $10,000.

Councilman Helms recommended a closed system or find a way to help this resident.

Substitute Motion to continue to March 20, 2023:
Councilman Lamerand, seconded by Councilman Solberg, moved to continue this item to March 20, 2023.

RESULT:	**CONTINUED [UNANIMOUS]**	**Next: 3/20/2023 7:00 PM**
MOVER:	Scott Lamerand, District 2 Councilman	
SECONDER:	Greg Solberg, District 4 Councilman	
AYES:	Schwantz, Millar, Lamerand, Solberg, Kozlowski, Helms	
ABSENT:	Myslinski	

2. Consider an Ordinance Granting a Special Use for a Unique Use to Permit a Live Room Escape Adventure Business at 254 N. Northwest Highway **- Motion Carried by Voice Vote** (Council District: Six)

   Planning & Zoning Director Ben Vyverberg presented the Petitioner's request for a Special Use for a Unique Use to reopen a live room escape adventure business, Panic Escape Room, within a vacant tenant space which was granted in 2016, closed in 2022, with plans to reconfigure walls and doors, door latches, and fire alarms which will be addressed as part of a building permit. The ZBA voted unanimously to recommend approval and staff concurs.

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

3. Consider a Motion to Approve a Waiver of the Village's Sound Amplification Ordinance for a St. Paddy's Party at 180 N. Smith Street on Saturday, March 17, 2023 **- Approved by Voice Vote** (Council District: Six)

   Village Manager Reid Ottesen presented Durty Nellies' request for a waiver of the Village's Sound Amplification Ordinance for a St. Patrick’s Day event in a tent on their parking lot, with live music on Friday, March 17, from Noon to 10:00 PM, with the tent remaining open until Midnight. Action is at the discretion of the Council.

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

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

4. As Submitted **-**

   Nothing was submitted.

B. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE – Time: 7:25 PM

GREG SOLBERG, CHAIRMAN

1. Consider a Motion Authorizing the Village Manager to Approve Reimbursements to the Palatine Park District for Contractual Grass Mowing Services **- Approved by Voice Vote**

   Public Works Director Matt Barry recommended approval of the estimated expenditure of $62,129.20 to $68,710.90 for grass mowing program shared with the Park District. Gilio Landscape Contractors has agreed to a contract extension for the 2023 season with a 3% increase in rates.

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

2. Consider a Motion to Approve the 2023 Summer Farmers' Market and 2023-2024 Winter Farmers' Market **- Approved by Voice Vote** (Council District: Six)

   Village Manager Reid Ottesen presented the Sister Cities' request for approval of the Palatine Farmers' Market 2023 Summer Season and the 2023-24 Winter Season in Parking Lot B.

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

3. As Submitted **-**

   Nothing was submitted.

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

C. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:26 PM

SCOTT LAMERAND, CHAIRMAN

1. Consider a Motion to Extend the Contract for the 2023 Sidewalk Saw Cutting Program **- Approved by Voice Vote**

   Public Works Director Matt Barry recommended approval of a contract for sidewalk cutting portion of the Sidewalk Renewal program for the area bordered by Palatine Road, Northwest Highway, Hicks and Wilke Roads, with Hard Rock Concrete for $72,000 as appropriated in the 2023 Capital Improvement Program.

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

2. As Submitted **-**

   Nothing was submitted.

D. BUSINESS FINANCE & BUDGET COMMITTEE – Time: 7:27 PM

TIM MILLAR, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

E. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – Time: 7:27 PM

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   Nothing was submitted.

F. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE – Time: 7:27 PM

DOUG MYSLINSKI, CHAIRMAN

In the absence of Chairman Myslinski, Vice-Chairman Solberg opened the Fire Policy and Community Information Committee

1. As Submitted **-**

   Nothing was submitted.

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

VII. RECONVENE THE VILLAGE COUNCIL MEETING

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

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

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.

Consent Agenda was amended to remove item #2 and approve items 1, 3-9.

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

1. Consider a Motion to Approve 2023 Warrant #5 **- Approved**

2. Consider Ordinances Granting a Vacation of a Portion of the Olive Street Right-of-Way, a Setback Reduction and Variations for Permitted Obstructions, and a Resolution Consolidating Five Existing Lots and the Vacated Olive Street Right-of-Way at 530 S. Williams Avenue **- Approved** (Council District: Five)

   This item was removed from the Consent Agenda.

3. Consider an Ordinance Granting a Special Use for a Unique Use to Permit a Live Room Escape Adventure Business at 254 N. Northwest Highway **- Approved** (Council District: Six)

   Ordinance #O-17-23

4. Consider a Motion to Approve a Waiver of the Village's Sound Amplification Ordinance for a St. Paddy's Party at 180 N. Smith Street on Saturday, March 17, 2023 **- Approved** (Council District: Six)

5. Consider a Motion Authorizing the Village Manager to Approve Reimbursements to the Palatine Park District for Contractual Grass Mowing Services **- Approved**

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

6. Consider a Motion to Approve the 2023 Summer Farmers' Market and 2023-2024 Winter Farmers' Market **- Approved** (Council District: Six)

7. Consider a Motion to Extend the Contract for the 2023 Sidewalk Saw Cutting Program **- Approved**

8. Consider an Ordinance Decreasing the Number of Class G (Restaurant - Beer & Wine) Liquor Licenses by One for Los Takitos, LLC (d/b/a Taco Shop) at 809 N. Quentin Road **- Approved** (Council District: One)

   Ordinance #O-18-23

9. Consider an Ordinance Approving a Special Use Transfer to Permit the Continued Operation of a Restaurant at 44 W. Palatine Road **- Approved** (Council District: Six)

   Ordinance #O-19-23

IX. REPORTS OF STANDING COMMITTEE

A. ADMINISTRATION, TECHNOLOGY & COMMUNITY HEALTH COMMITTEE

GREG SOLBERG, CHAIRMAN

1. As Submitted **-**

   No Report

B. BUSINESS FINANCE & BUDGET COMMITTEE

TIM MILLAR, CHAIRMAN

1. As Submitted **-**

   No Report

C. COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE

KOLLIN KOZLOWSKI, CHAIRMAN

1. As Submitted **-**

   No Report

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

D. FIRE POLICY & COMMUNITY INFORMATION COMMITTEE

DOUG MYSLINSKI, CHAIRMAN

In the absence of Chairman Myslinski, Vice-Chairman Solberg opened the Fire Policy & Community Information Committee.

1. As Submitted -

No Report

E. INFRASTRUCTURE & ENVIRONMENT COMMITTEE – Time: 7:29 PM

SCOTT LAMERAND, CHAIRMAN

1. As Submitted -

No Report

F. POLICE POLICY & CODE SERVICES COMMITTEE – Time: 7:29 PM

BRAD HELMS, CHAIRMAN

1. As Submitted -

No Report

X. REPORTS OF THE VILLAGE OFFICERS – Time: 7:29 PM

A. VILLAGE MANAGER

1. As Submitted -

No Report

B. VILLAGE CLERK

1. As Submitted -

Clerk Duer reported that residents may apply for a mail in ballot for the April 4 Consolidated Election through CookCountyClerk.com.

C. VILLAGE ATTORNEY

1. As Submitted -

No Report

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

XI. CLOSED SESSION AS REQUIRED – Time: 7:29 PM

No Closed Session requested.

XII. RECOGNITION OF AUDIENCE

No one came forward.

XIII.ADJOURNMENT – Time: 7:31 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:	Tim Millar, District 1 Councilman
AYES:	Millar, Lamerand, Solberg, Kozlowski, Helms
ABSENT:	Myslinski

SUBMITTED BY:

Margaret R. Duer
Village Clerk

Minutes Acceptance: Minutes of Mar 6, 2023 7:00 PM (APPROVAL OF MINUTES)

Consider an Ordinance Granting a Special Use and Variations to Permit a Gas Station and Convenience Mart at 850 E. Northwest Highway

BACKGROUND:
The Petitioner is requesting a Special Use and Variations for a gas station and convenience mart to reestablish the previous use at the Subject Property. The previous gas station operated under a Special Use, which lapsed, due to being closed for longer than six months. Therefore, the Petitioner is requesting approval of the following:

- **Special Use to permit a gas station and convenience store;**
- **Variation to permit an existing building to encroach into the required rear and side yards; and**
- **Variation to permit a drive aisle to be 21.5 feet, instead of the minimum required 24 feet.**

KEY ISSUES:
- The Subject Property is zoned B-2 General Business and is just less than half of an acre. The Property previously operated under a Special Use for a gas station and convenience store; however, the station was closed since 2016 and therefore requires a new Special Use. Staff notes that the gas station was initially approved as part of the Willow Creek Planned Development, which was initially approved in 1966 (#O-31-66).
- The existing building is approximately 2,550 square feet. The Petitioner is proposing to renovate the building and create an additional retail space, along with the gas station and convenience store. The proposed improvements also include replacing the underground fuel storage tanks and fuel pumps.
- The business plan for the gas station and convenience store indicates two employees per shift with the following hours of operation: Weekdays 12 AM to 11 PM and Weekends 6 AM to 10 PM.
- The use for the second tenant space is unknown at this time; however, the Petitioner is contemplating a convenience retail use, such as a cell phone provider.
- The existing building also encroaches into the required side and rear yards. Variations would be required to memorialize the existing condition (0 feet from side; 5 feet required, and 19 feet from rear; 20 feet required.
- Required parking would be 9 spaces per 1 to 300 square feet calculation for the existing building. There are 9 parking spaces provided, of which one is handicapped therefore meets code.
- The proposed parking lot includes a 21.5-foot drive aisle (24 feet is required), which would require a variation. Staff does not have any concerns with this Variation, as the existing 24-foot ingress/egress easement is directly adjacent and there should be no turning movement conflicts.

ALTERNATIVES:
1. Approve the Special Use and Variations to permit a gas station and convenience store at the subject property.
2. Do not approve the Special Use and Variations to permit a gas station and convenience store at the subject property.

RECOMMENDATION:

Public Hearing**:**	ZBA meeting on February 14, 2023.
Residents testifying:	None.
Vote:	The ZBA voted unanimously to approve a Special Use and Variations to Permit a Gas Station and Convenience Store and Staff Concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use and Variations to permit a gas station and convenience store at the Subject Property.

ATTACHMENTS:

- Aerial Map
- ORD SU 850 E Northwest Highway
- EXHIBIT - Site Plan
- EXHIBIT - Elevation Plans
- EXHIBIT - Business Plan
- ZBA Materials 2-14-23

RESULT:	**APPROVED BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

GISConsortium

850 E. Northwest Highway



0 100 200 ft

Print Date: 2/9/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Attachment: Aerial Map (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

ORDINANCE NO. _____

AN ORDINANCE GRANTING A SPECIAL USE AND VARIATIONS
850 E. NORTHWEST HIGHWAY

WHEREAS, upon petition of owners of said property, a public hearing was held by the Zoning Board of Appeals on February 14, 2023 in accordance with the Zoning Ordinance of the Village of Palatine, in such cases made and provided, and said Zoning Board of Appeals having made its findings in a report to the Mayor and Village Council of the Village of Palatine regarding a request for a Special Use to permit an automobile service station and mart pursuant to Section 11.03 (d)(6) of the Palatine Zoning Ordinance, a Variation to permit an existing building to encroach into the required rear and side yards pursuant to Section 11.03 (g) (2)(3) of the Palatine Zoning Ordinance, and a Variation to permit a drive aisle to be 21.5 feet, instead of the minimum permitted 24 feet pursuant to Section 7.04 (b)(1) of the Palatine Zoning Ordinance on the following legally described property:

Lot 3 in Willow Creek, being a subdivision of part of Section 24, Township 42 North, Range 10 East of the Third Principal Meridian, in Cook County, Illinois.

Commonly known as 850 E. Northwest Highway (PIN# 02-24-106-007)

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: Special Use to permit an automobile service station and mart pursuant to Section 11.03 (d)(6) of the Palatine Zoning Ordinance, Variation to permit an existing building to encroach into the required rear and side yards, pursuant to Section 11.03 (g) (2)(3) of the Palatine Zoning Ordinance, and Variation to permit a drive aisle to be 21.5 feet instead of the permitted 24 feet pursuant to Section 7.04 (b)(1) of the Palatine Zoning Ordinance, is hereby granted, subject to

Attachment: ORD SU 850 E Northwest Highway (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

the following condition(s):

1. **The Special Use and Variations shall substantially conform to the site plan dated 12/7/22, the floor and elevation plans dated 1/14/22 and business plan submitted by the Petitioner, except as such plans may be changed to conform to Village Codes and Ordinances.**
2. **All signage must follow the Village Code requirements.**

SECTION 2: That a copy of the public notice 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 _____, 2023

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

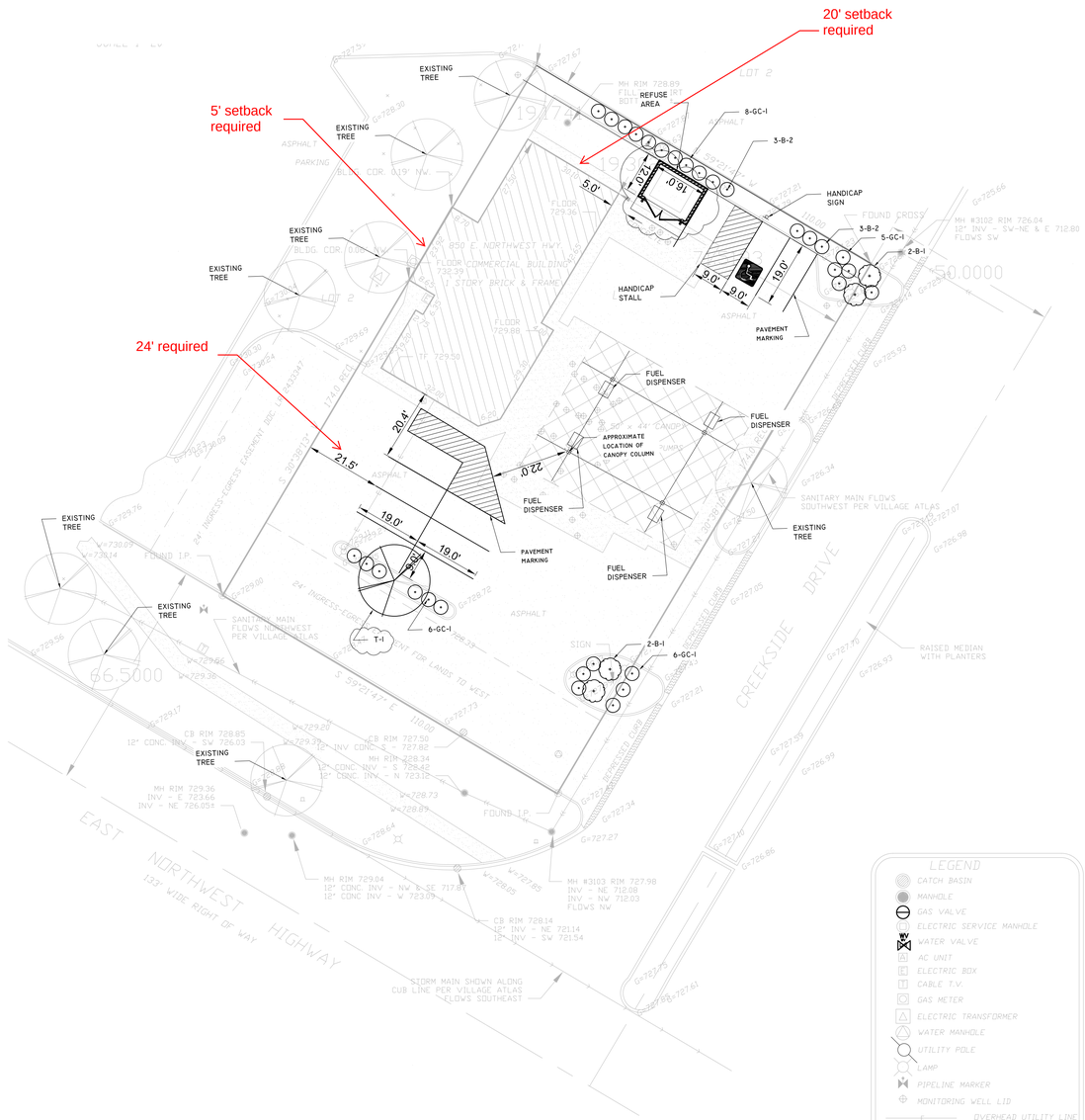
APPROVED by me this _____day of _____, 2023

_____
Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this _____day of _____, 2023

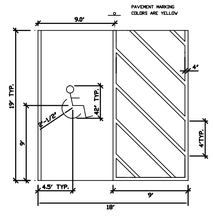
_____
Village Clerk

Attachment: ORD SU 850 E Northwest Highway (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

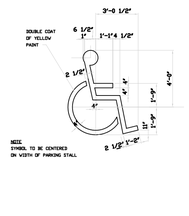


SITE AND LANDSCAPE PLAN

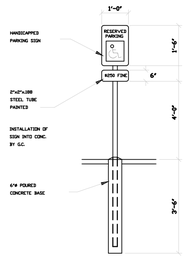
SCALE 1:20



ACCESSIBLE PARKING SPACE MARKINGS
DETAIL 5

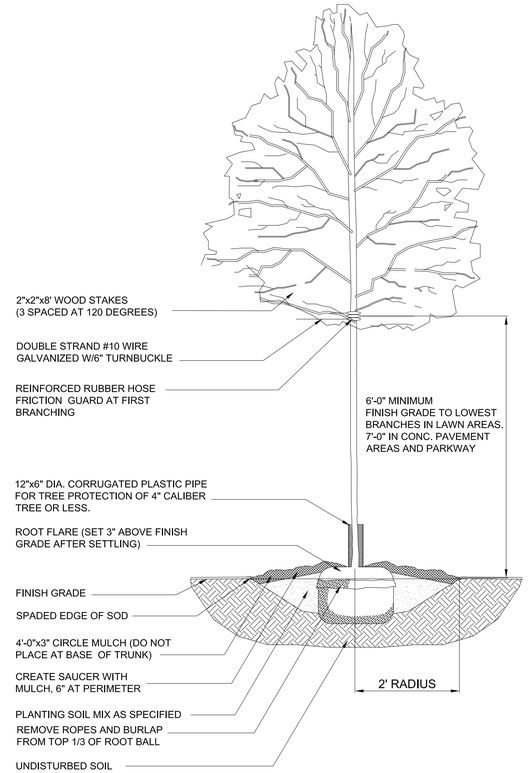


HANDICAPPED PAINTED SYMBOL
DETAIL 6

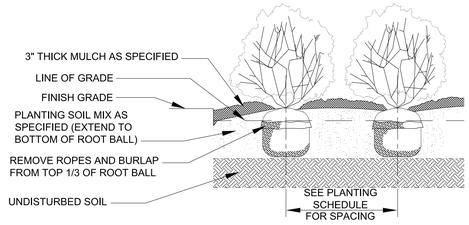


HANDICAPPED PARKING SIGN
DETAIL 7

PLANT SCHEDULE					
QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QUANTITY
T-1	ACER SACCHARUM "GREEN MOUNTAIN"	SUGAR MAPLE	2.5"	PER PLAN	1
B-1	ROSA X FLOWER CARPET	DWARF KOREN LILAC	#5	24"	4
B-2	VIBRUM CARLESIT COMPACT	COMPACT AMERICAN	18"	24"	6
GC-1	EYON YMUS FORTUNE COLORATA	PURPLE WINTERCREEPER	1 GAL.	15"	25



5 TREE PLANTING DETAIL
NTS



NOTE:
DO NOT EXCAVATE FOR INDIVIDUAL SHRUBS, TRENCH EXCAVATE. TOTAL SHRUB AREAS, EXCAVATE MIN 36" DEEP.

2 SHRUB PLANTING DETAIL
NTS

Damas Consulting Group
5625 MIDDAUGH AVE
Downers Grove, IL. 60516
Ph 630-991-3299 FAX 630-541-2382

6.A.1.A.c

ANAS ALKHATIB
062-062076
LICENSED PROFESSIONAL ENGINEER
STATE OF ILLINOIS

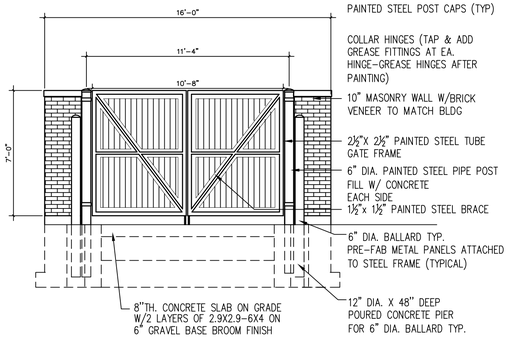
DATE	DRAWING IS
12-07-22	REVISED PER COMMENTS

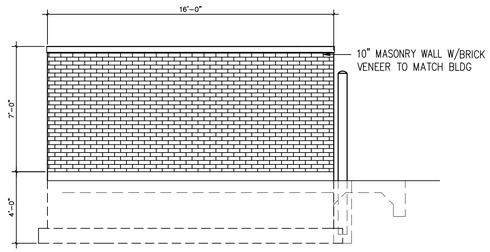
850 E NORTHWEST HWY PALATINE, IL 60074

DATE STARTED:	DRAWN BY:
04-18-22	KM
JOB NO.	FILE NO.

SHEET NO:
C-1.0

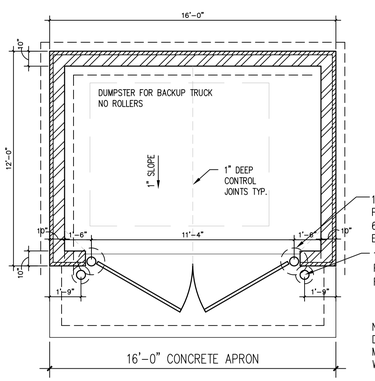
Attachment: EXHIBIT - Site Plan (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)





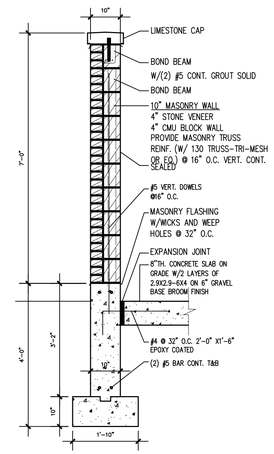
REFUSE AREA - SIDE ELEVATION

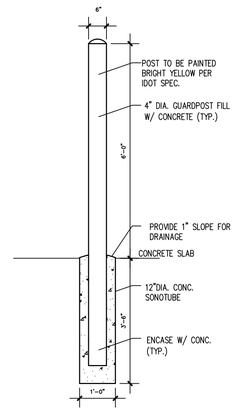
NOTE:
PAINT GATE FRAMES, HARDWARE & PIPES



NOTE:
DEPTH OF APRON SHALL MATCH DEPTH OF LARGEST WASTE CONTAINER

16'-0" CONCRETE APRON





REFUSE AREA WALL SECTION

SCALE: 1/2" = 1'-0"

REFUSE AREA PLAN

SCALE: 1/4" = 1'-0"

REFUSE AREA PLAN AND DETAILS

SCALE AS NOTED

Damas Consulting Group
5625 MIDDAUGH AVE
Downers Grove, IL. 60516
Ph 630-991-3299 FAX 630-541-2382

ANAS ALKHATIB
062-062076
LICENSED PROFESSIONAL ENGINEER
STATE OF ILLINOIS

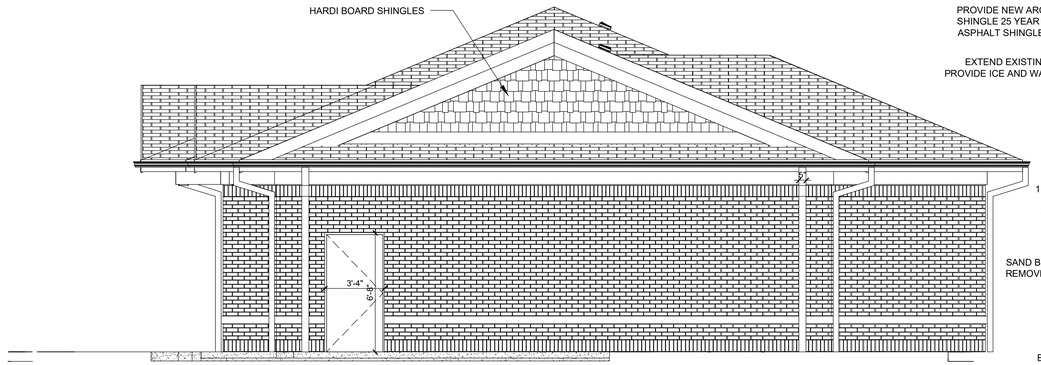
DATE	DRAWING IS
12-07-22	REVISED PER COMMENTS

850 E NORTHWEST HWY PALATINE, IL 60074

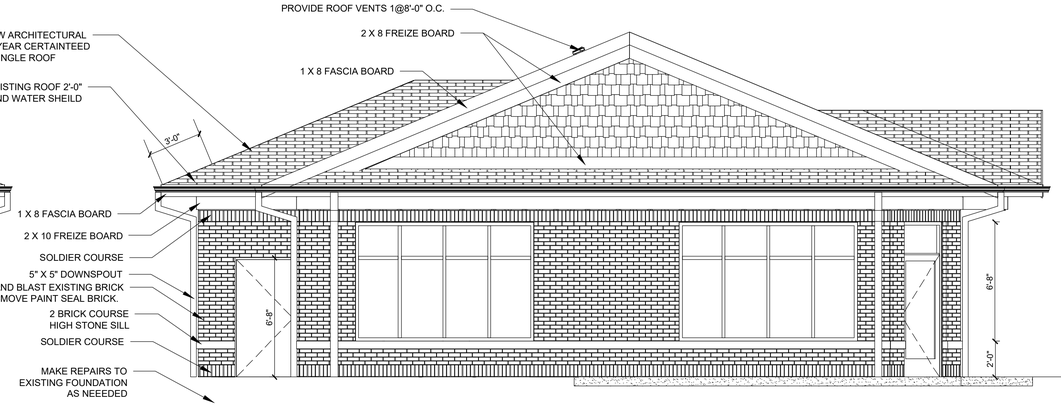
DATE STARTED:	DRAWN BY:
04-18-22	KM
JOB NO.	FILE NO.

SHEET NO:
C-2.0

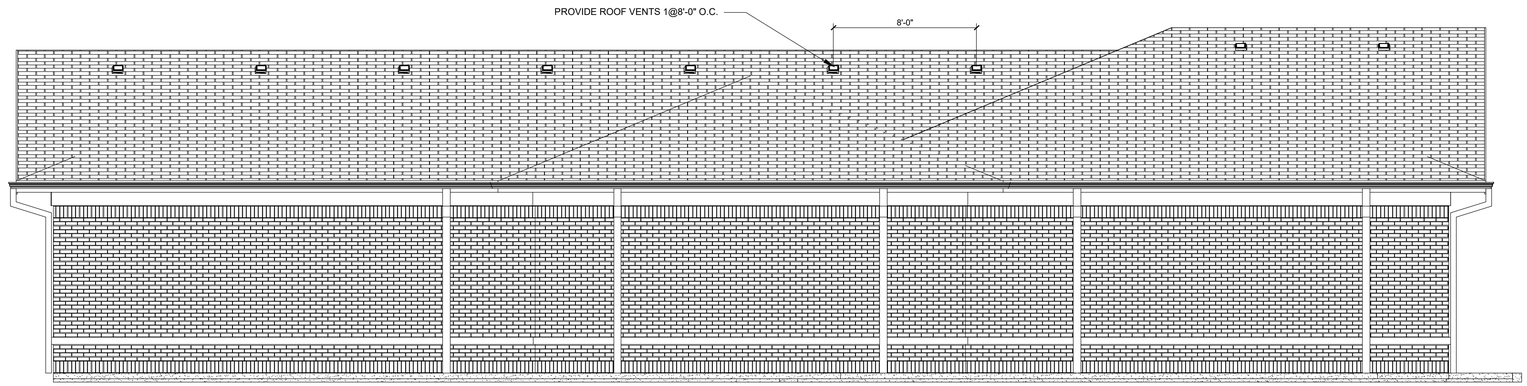
Attachment: EXHIBIT - Site Plan (2023-19 : 850 E N



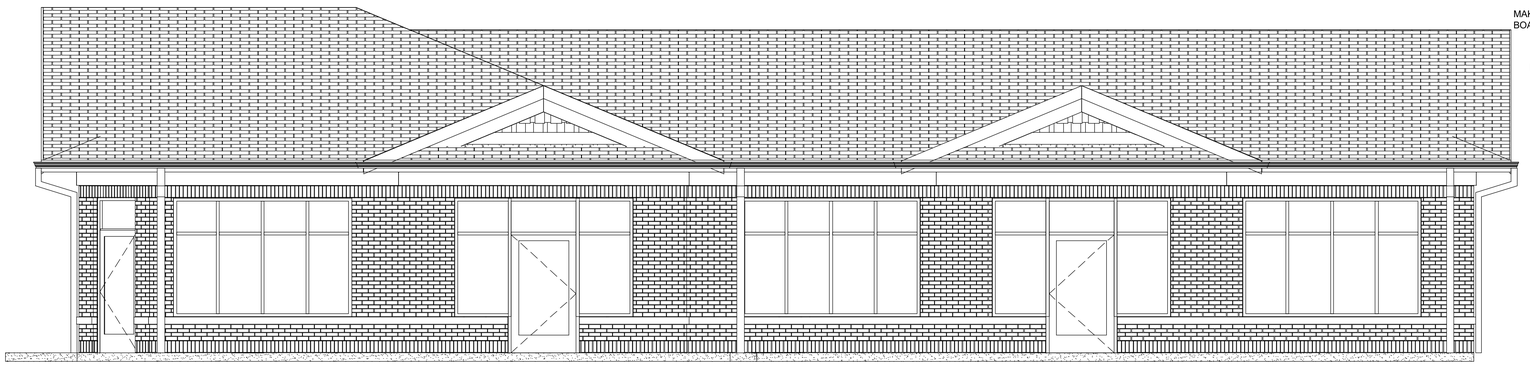
EAST ELEVATION
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"

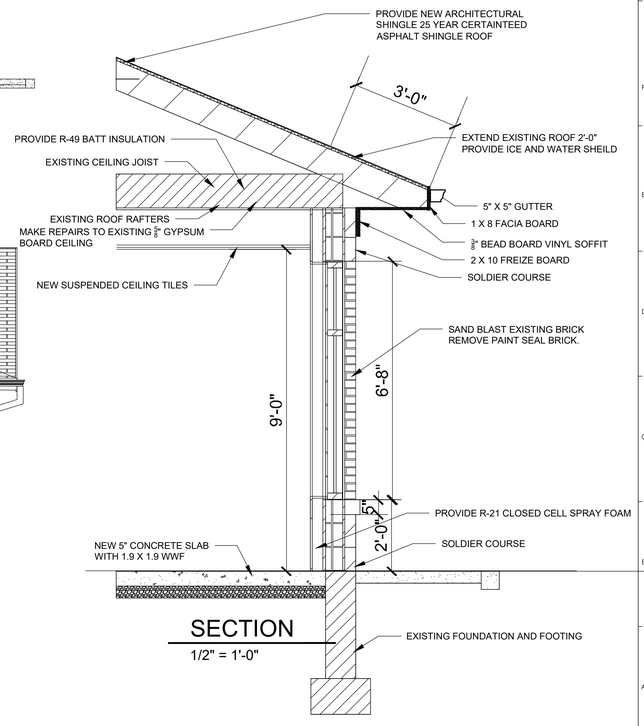


NORTH ELEVATION
1/4" = 1'-0"



SOUTH ELEVATION
1/4" = 1'-0"





SECTION
1/2" = 1'-0"

WWA
William Warman Architect
27 East Monroe Street
Suite 1100C
Chicago, Illinois, 60603
1-312-310-2626
wwarchitects1@gmail.com

850 E. NORTHWEST HWY
PALATINE, ILLINOIS

ITEM	BY	DATE	DESCRIPTION
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
—	—	—	—
1	WLZ	1/14/22	PERMIT SET

OWNERSHIP & USE OF DOCUMENTS:

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- USE –THE CONTRACT DOCUMENTS FURNISHED BY THE ARCHITECT OR BUILDER OR ITS CONTRACTORS SHALL NOT BE USED BY CLIENT ON UNRELATED PROJECTS OR OTHER PROPERTY UNLESS THE PARTIES AGREE IN WRITING AND BUILDER IS EQUITABLY COMPENSATED PRIOR TO SUCH USE. RIGHTS TO OWNERSHIP – ARCHITECT SHALL BE THE SOLE AND EXCLUSIVE OWNER OF THE DESIGN AND LIKENESS OF THE PROJECT AND SHALL BE DEEMED THE SOLE OWNER OF, AND RETAIN ALL RIGHTS TO, COPYRIGHT INTERESTS IN AND TO THE PROJECT, EITHER IN PART OR IN WHOLE.
- DISTRIBUTION – SUBMISSION OR DISTRIBUTION OF DOCUMENTS TO MEET OFFICIAL REGULATORY REQUIREMENTS IN CONNECTION WITH THE PROJECT IS NOT TO BE CONSTRUED IN ANY MANNER AS PUBLICATION IN DEROGATION OF ARCHITECT OR COMMON LAW COPYRIGHTS OR OTHER RESERVED RIGHTS. EXCEPT AS OTHERWISE PROVIDED, CLIENT SHALL OWN NEITHER THE DOCUMENTS NOR THE COPYRIGHTS. IF THIS AGREEMENT IS TERMINATED BEFORE SC ALL COPIES OF THE CONTRACT DOCUMENTS AND ANY SAMPLES, MOCK-UPS AND/OR ADDENDA SHALL PROMPTLY BE RETURNED TO ARCHITECT EXCEPT AS OTHERWISE PROVIDED IN THIS AGREEMENT.

SHEET TITLE

ELEVATIONS

DATE: JANUARY 17,2022

DESIGNED: WLZ
DRAWN: WLZ
CHECKED: WLZ
APPROVED: WLZ
DATE: 01/17/2022

WILLIAM L. WARMAN 010573 REGISTERED ARCHITECT

A2.1

SHEET OF

FILE: C:\Users\jf\Documents\Autodesk\My Projects\2022 1 17 Palatine Project\Sheets\A2.1.dwg
PRINTED: 02/04/2022 - 7:28am

Attachment: EXHIBIT - Elevation Plans (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

850 E. Northwest Highway – Project Narrative and Business Plan

Overview:

AZ SPE, LLC (the "Petitioner") intends to renovate the now-vacant building at 850 E. Northwest Highway that for several decades was operated as a gas station and auto repair / service station. The Petitioner is the owner of the site and vacant building. The Petitioner desires to renovate the interior and exterior façade of the building to convert the building into two leasable areas: (1) a gas station and small convenience mart; and (2) a retailer such as an AT&T or Verizon cell phone store. The renovations will not enlarge or alter the existing building footprint. In addition to the building renovations, the Petitioner proposes to add 10 parking spaces, provide a dumpster enclosure, and enhance the site landscaping.

The Petitioner seeks the following zoning approvals:

1. A special use of an "automobile service station and mart"[1] to operate a gas station and 1,053 sq. ft. convenience mart; and
2. Variations to side and rear building setbacks from the interior side and rear yards to legalize the existing building's location under the regulations of the Village of Palatine's current Zoning Ordinance (adopted in 1988, as amended).

Site and Building Location and History:

The property is in the B-2 General Business District. The property was platted in 1968 and the existing building was constructed around 1969-70. The single-story masonry building has approximately 2,591 sq. ft. of gross floor area and was constructed with office and retail areas and three service bays. A 24'-wide portion of the rear of the building was built to the side property line with a 0' building setback. Under the current Zoning Ordinance, the minimum side yard setback is 5'0". To the best of Petitioner's knowledge, the property had been continuously operated as a gas and service station from approximately 1970 until recently. The gas station operated under a canopy with 4 pumping stations and 8 fuel pumps.

Proposed Building and Site Improvements:

The Petitioner seeks to renovate the building in accordance with the Petitioner's plans and elevations[2] and improve the site in accordance with the Petitioner's site and landscape plans[3].

[1] "Automobile service station and mart; for disbursement of fossil fuels or other forms of energy or material that assists automobile movement and retail sale of other items without on-site consumption of food or repair" is a special use category for the B-2 General Business District. Sec. 11.03(d)(6). For the record, the Petitioner notes that the Zoning Ordinance separately defines "automobile service station" and "automobile mart" and that the Petitioner's proposed use of the Property is not inclusive of any automotive repair type services. Petitioner's proposed use of the Property is better aligned with the definition of "automobile mart" which is "Any building or premises used for dispensing, sale or offering for sale at retail any fossil fuels or other forms of energy that assists automobile movement, having pumps and storage tanks but no repair services; also offering for retail sale convenience items without on-site consumption of food."

[2] Plans, Sheet A1.1, and Elevations, Sheet A2.1, and Plans, prepared by WWA William Warman Architect dated 1/17/22.

[3] Site and Landscape Plan, Sheet C-1.0, and Refuse Area Plan and Details, Sheet C-2.0, prepared by Damas Consulting Group dated 12/7/22.

Attachment: EXHIBIT - Business Plan (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

The Petitioner proposes the following exterior building renovations and improvements:

a. Remove all 3 overhead garage doors. Enclose openings with new windows and door for the new 1,053 sq. ft. Retail "A" area (as depicted on the architectural plans, Sheet A1.1).
b. Replace all existing windows and door on west and south side for the new 1,053 sq. ft. Retail "C" area. Remove service door from the west side and add additional windows on the west side.
c. Extend existing roof line with 24" overhang.
d. Add new gable above Retail "A" doorway.
e. Repair roof as needed and provide new architectural shingle roofing.
f. Make repairs to masonry and existing foundation as needed.
g. Replace all underground fuel storage tanks.
h. Add 4 new pumping stations with 8 fuel pumps.
i. Repaint the building and the fueling island canopy structure.

The Petitioner proposes the following interior building renovations and improvements:

a. Divide the interior into two separate Retail "A" and Retail "C" leasable spaces, each 1,053 sq. ft. in area.
b. Provide new interior concrete slab in both Retail "A" and Retail "C" spaces.
c. Provide new ceiling tiles.
d. Provide single-stall unisex bathroom facilities in each retail space.
e. Provide electrical, plumbing and mechanical improvements to each retail space.

The Petitioner proposes the following site improvements:

a. Provide additional landscaping in existing landscape islands and along the property perimeter.[4]
b. Provide 10 striped parking spaces, inclusive of 1 handicap accessible space (with signage).[5]
c. Provide a masonry dumpster enclosure.[6]

The Petitioner and/or tenants will submit sign permit applications once tenant leases are signed.

Site lighting will not be changed. The site is illuminated by 5 light poles on the property and lighting under the 50' x 44' fuel island canopy.

The location of curb cuts and the access and circulation within the site will not be modified. The site has 3 existing points of ingress and egress onto Creekside Drive. Site circulation for parking is benefited by an access easement agreement over a 24' x 75' area on the neighboring property. The employees and patrons of the office building at 800 E. NW Highway continue to have access across the south 24' feet of the site.

[4] Landscaping of the parking lots is being provided to bring the site into conformance with Section (f) of the Palatine Zoning Ordinance. Quantities and locations are indicated on the Site and Landscape Plan, Sheet C-1.0.
[5] The minimum parking requirement for the building is 9 parking spaces per Section 7.03(a)(1) of the Palatine Zoning Ordinance. The Petitioner is providing 10 parking spaces for the 2,591 sq. ft. building. Parking for business and retail uses in the B-2 is provided at a rate of 1 space per 300 sq. ft. of gross floor area. 2,591/300 = 8.633. 9 parking spaces are required.
[6] See Refuse Area Plan and Details, Sheet C-2.0 for details of the enclosure.

Attachment: EXHIBIT - Business Plan (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

Business Plan

The Petitioner will lease Retail "C" area to a gas station and convenience mart operator. The brand most likely will be either Mobile, Shell or BP. The Petitioner has experience leasing other properties to gas station and convenience mart operators. The expected hours of operation for the automobile mart are weekdays from 12:00 AM to 11:00 PM, and weekends from 6:00 AM to 10:00 PM. It is anticipated there will be 2 shifts, with 2 employees per shift (inclusive of a manager). Janitorial services will be provided on a rotating basis. The tenant operator will secure all permits and licenses from the State of Illinois required for operation of a gas station and for the sale of tobacco products.

The most likely tenant for Retail "A" is a convenience retailer such as T-Mobile or AT&T.

Attachment: EXHIBIT - Business Plan (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

VILLAGE OF PALATINE
Zoning Board of Appeals

SCHEDULED 02/14/23 07:00 PM

CASE STAFF STATEMENT (ID # 8092)

850 E Northwest Highway

TO: Palatine Zoning Board of Appeals
Jan Wood, Chair

FROM: Lyn Bremanis

PETITIONER: Khader Zahdan, AZ SPE, LLC

CASE NUMBER: SU-000008-2023

ADDRESS: 850 E. Northwest Highway

PROPOSAL:
Special Use to permit a gas station and convenience store pursuant to Section 11.03 (d) (6) of the Palatine Zoning Ordinance.

Variation to permit an existing building to encroach into the required rear and side yards pursuant to Section 11.03 (g) (2)(3) of the Palatine Zoning Ordinance.

Variation to permit a drive aisle to be 21.5 feet instead of the permitted 24 feet pursuant to Section 7.04 (b)(1) of the Palatine Zoning Ordinance.

LOCATION:	850 E. Northwest Hwy District 6 (Helms)	**CURRENT ZONING:**	B-2 General Business District

SURROUNDING CONDITIONS:

North:	B-2 General Business District
South	Outside Village Boundaries - Rolling Meadows (Union Pacific Rail Line
East:	B-2 General Business District
West:	B-2 General Business District

BACKGROUND:
The Petitioner is requesting a Special Use for a gas station and convenience mart to reestablish the previous use at the Subject Property. The previous gas station operated under a Special Use which lapsed due being closed for longer than 6 months. Therefore, the Petitioner is requesting approval of the following:

- **Special Use to permit a gas station and convenience store.**

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

- **Variation to permit an existing building to encroach into the required rear and side yards.**

- **Variation to permit a drive aisle to be 21.5 feet instead of the permitted 24.**

SITE ANALYSIS:

- The Subject Property is zoned B-2 General Business and it was annexed in 1957.The Subject Property is just under a half an acre.
- The Property previously operated under a Special Use for a gas station and convenience store however this has been closed for an extended period of time therefore requires a new Special Use. Staff notes that the gas station was initially approved as part of the Willow Creek special use for a planned development, which was initially approved in 1966 (#O-31-66).
- The existing building is approximately 2,550 square feet. The petitioner is proposing to renovate the building and creating a separate retail space, along with the gas station and convenience store along with replacing underground fuel storage tanks and fuel pumps.
- The business plan for the gas station and convenience store indicates two employees per shift with the following hours of operation.
    - Weekdays 12 AM to 11 PM
    - Weekends 6 AM to 10 PM
- The tenant in the second tenant space is to be determined, however, the Petitioner is proposing retail.
- The existing building encroaches into the required side and rear yards. Variations would be required to memorialize the existing condition (0 feet from side, 5 feet required and 19 feet from rear, 20 feet required.
- Required parking would be 9 spaces per 1 to 300 square feet calculation for the existing building. There are 9 parking spaces provided of which one is handicapped therefore meets code.
- The proposed parking lot shows a drive aisle at 21.5 feet (24 feet required) which would require a variation.

DEPARTMENTAL REVIEWS:

Community Services	No Issues Identified

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

Engineering	No Issues Identified
Environmental Health	N/A
Fire Prevention	No Issues Identified
Public Works	N/A
Police	N/A

STANDARDS FOR SPECIAL USE: Since this Petition is not for a use publicly operated or traditionally affected with the public interest, those standards under Section 14.05 D (2) and (3) are applicable. Specifically, the Petitioners must show that the Special Use, if granted, is so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected and will not cause substantial injury to the value of other property in the neighborhood in which it is located. The Petitioners have attempted to address the required standards.

STANDARDS FOR A VARIATION: Standards for a Variation are found in Section 14.03 D (1) and (2) of the Zoning Code. Specifically, the Petitioners must show that the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; that the plight of the owner is due to unique circumstances; and that the variation, if granted, will not alter the essential character of the locality. The Petition for Variation is attached, and the Petitioners have attempted to address the required standards.

STAFF RECOMMENDATION:
The proposed gas station and mart will occupy a vacant tenant space that was previously a gas station and mart with the addition of a retail space. This Subject Tenant Space has historically operated as a gas station and mart, although it has been vacant for some time. There are also planned improvements to the site, in conjunction with the Special Use. The Variations render the existing setbacks as conforming to the B-2 district requirements, although Willow Creek was reviewed as a Special Use for a Planned Development and approved accordingly.

Therefore, Staff recommends approval of the Special Use, subject to the following conditions:

1. The Special Use and Variations shall substantially conform to the site plan dated 12/7/22, the floor and elevation plans dated 1/14/22 and business plan submitted by the Petitioner, except as such plans may be changed to conform to Village Codes and Ordinances.
2. All signage must follow the Village Code requirements.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

ATTACHMENTS:

- Aerial Map
- SU and VAR Application
- Project Narrative and Business Plan
- Plat of Survey
- Site Plan
- Floor Plan
- Elevation Plans
- Site Photos from Petitioner
- Public Notice

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

GISConsortium

850 E. Northwest Highway



0 100 200 ft

Print Date: 2/9/2023

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

VILLAGE OF PALATINE

SPECIAL USE APPLICATION

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

Petitioner Name

Khader Zahdan

Business Name (if applicable)

AZ SPE, LLC

Subject Property Address

850 E Northwest Highway

Please provide a description of your proposed request:

Petitioner seeks to renovate the existing building per the Elevations and floor plans and operate a gas station with a convenience mart. Parking areas and dumpster enclosure and enhanced landscaping will be provided, per the Site and Landscape Plan. Variations are sought to side-yard and rear yard setbacks for the existing building. See Project Narrative for more detailed description.

Petitioner Justification

Special Uses shall not be granted except on findings based upon the evidence in each specific case. Please address the following standards as these will be used in considering the specific relief you are seeking.

That use deemed necessary for the public convenience at that location. Explain:

Historically, since its construction circa 1970, the property has been operated as a gas station with repair bays. The property is well situated and sized for a gas station and convenience mart, and the site provides good access onto public roads. There is market demand for a gas station and convenience mart at this location.

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

The existing site and building configuration are appropriate for a gas station and convenience mart. There is a sufficient amount of code-compliant parking, with good interior site circulation for ingress and egress as well as cross-access to the property adjacent to the west. The property will be maintained, and the business operated, in accordance with applicable health and safety regulations.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

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

Restoration and renovation of the property for a gas station and convenience mart will increase property values by restoring the property to active use after several years of vacancy. New investment in the building and site will enhance the appearance of the property and surrounding area. This use will not cause substantial injury to nearby property values, particularly because the use is a continuation of the gas station use, without the automobile repair service component that had existed for several decades.

In order to supplement the above standards, the Zoning Board of may also consider the following:

With respect to front yard fencing and fencing in a rear yard/side yard abutting a street, the following additional standards must be met:

a. Will meet the following aesthetic criteria:

i. Will not destroy existing vistas in the area;

ii. Will enhance the appearance of the homes and the streets in the area; and

iii. Will not detract from the overall appearance of the community; or

b. The fencing is found to be necessary to protect private property or the safety of the inhabitants of the property.

N/A

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

VILLAGE OF PALATINE

VARIATION

Required Materials

- ■ Filing Fee of $ 836.00
- ■ 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

The building, constructed between 1968 and 1970, is capable of being renovated and put to commercial use. Building setbacks are an existing condition that presumably complied with village zoning when built. Building cannot be moved to comply with setbacks and also provide parking and circulation.

2. That the plight of the owner is due to unique circumstances

The property, Lot 3, was platted in 1968 and the building was constructed prior to 1970. FOIA request for property records do not contain evidence of prior variance for building location, or citation for location. Cross access easements limit the usable area. Building is sized and sited to allow for use as gas station.

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

The building was operated as a gas station for 50 +/- years. Investment in improvements to the building and to the site will improve the current condition and appearance of the property and will enhance the character of the neighborhood.

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

Petitioner seeks variances to approve the existing conditions of a building that was constructed by prior owners around 1969-1970. It is practically, economically and environmentally most responsible to reuse the existing building. Petitioner wants to eliminate the vacancy, activate the corner, and improve the appearance and security of the building and site. The reuse of an existing building which is part of an existing commercial area will not be detrimental to the public welfare or other properties. The rear of the building is on the interior property line; the variances will not impact adjacent property.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

850 E. Northwest Highway – Project Narrative and Business Plan

Overview:

AZ SPE, LLC (the "Petitioner") intends to renovate the now-vacant building at 850 E. Northwest Highway that for several decades was operated as a gas station and auto repair / service station. The Petitioner is the owner of the site and vacant building. The Petitioner desires to renovate the interior and exterior façade of the building to convert the building into two leasable areas: (1) a gas station and small convenience mart; and (2) a retailer such as an AT&T or Verizon cell phone store. The renovations will not enlarge or alter the existing building footprint. In addition to the building renovations, the Petitioner proposes to add 10 parking spaces, provide a dumpster enclosure, and enhance the site landscaping.

The Petitioner seeks the following zoning approvals:

1. A special use of an "automobile service station and mart"[1] to operate a gas station and 1,053 sq. ft. convenience mart; and
2. Variations to side and rear building setbacks from the interior side and rear yards to legalize the existing building's location under the regulations of the Village of Palatine's current Zoning Ordinance (adopted in 1988, as amended).

Site and Building Location and History:

The property is in the B-2 General Business District. The property was platted in 1968 and the existing building was constructed around 1969-70. The single-story masonry building has approximately 2,591 sq. ft. of gross floor area and was constructed with office and retail areas and three service bays. A 24'-wide portion of the rear of the building was built to the side property line with a 0' building setback. Under the current Zoning Ordinance, the minimum side yard setback is 5'0". To the best of Petitioner's knowledge, the property had been continuously operated as a gas and service station from approximately 1970 until recently. The gas station operated under a canopy with 4 pumping stations and 8 fuel pumps.

Proposed Building and Site Improvements:

The Petitioner seeks to renovate the building in accordance with the Petitioner's plans and elevations[2] and improve the site in accordance with the Petitioner's site and landscape plans[3].

[1] "Automobile service station and mart; for disbursement of fossil fuels or other forms of energy or material that assists automobile movement and retail sale of other items without on-site consumption of food or repair" is a special use category for the B-2 General Business District. Sec. 11.03(d)(6). For the record, the Petitioner notes that the Zoning Ordinance separately defines "automobile service station" and "automobile mart" and that the Petitioner's proposed use of the Property is not inclusive of any automotive repair type services. Petitioner's proposed use of the Property is better aligned with the definition of "automobile mart" which is "Any building or premises used for dispensing, sale or offering for sale at retail any fossil fuels or other forms of energy that assists automobile movement, having pumps and storage tanks but no repair services; also offering for retail sale convenience items without on-site consumption of food."

[2] Plans, Sheet A1.1, and Elevations, Sheet A2.1, and Plans, prepared by WWA William Warman Architect dated 1/17/22.

[3] Site and Landscape Plan, Sheet C-1.0, and Refuse Area Plan and Details, Sheet C-2.0, prepared by Damas Consulting Group dated 12/7/22.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

The Petitioner proposes the following exterior building renovations and improvements:

a. Remove all 3 overhead garage doors. Enclose openings with new windows and door for the new 1,053 sq. ft. Retail "A" area (as depicted on the architectural plans, Sheet A1.1).
b. Replace all existing windows and door on west and south side for the new 1,053 sq. ft. Retail "C" area. Remove service door from the west side and add additional windows on the west side.
c. Extend existing roof line with 24" overhang.
d. Add new gable above Retail "A" doorway.
e. Repair roof as needed and provide new architectural shingle roofing.
f. Make repairs to masonry and existing foundation as needed.
g. Replace all underground fuel storage tanks.
h. Add 4 new pumping stations with 8 fuel pumps.
i. Repaint the building and the fueling island canopy structure.

The Petitioner proposes the following interior building renovations and improvements:

a. Divide the interior into two separate Retail "A" and Retail "C" leasable spaces, each 1,053 sq. ft. in area.
b. Provide new interior concrete slab in both Retail "A" and Retail "C" spaces.
c. Provide new ceiling tiles.
d. Provide single-stall unisex bathroom facilities in each retail space.
e. Provide electrical, plumbing and mechanical improvements to each retail space.

The Petitioner proposes the following site improvements:

a. Provide additional landscaping in existing landscape islands and along the property perimeter.[4]
b. Provide 10 striped parking spaces, inclusive of 1 handicap accessible space (with signage).[5]
c. Provide a masonry dumpster enclosure.[6]

The Petitioner and/or tenants will submit sign permit applications once tenant leases are signed.

Site lighting will not be changed. The site is illuminated by 5 light poles on the property and lighting under the 50' x 44' fuel island canopy.

The location of curb cuts and the access and circulation within the site will not be modified. The site has 3 existing points of ingress and egress onto Creekside Drive. Site circulation for parking is benefited by an access easement agreement over a 24' x 75' area on the neighboring property. The employees and patrons of the office building at 800 E. NW Highway continue to have access across the south 24' feet of the site.

[4] Landscaping of the parking lots is being provided to bring the site into conformance with Section (f) of the Palatine Zoning Ordinance. Quantities and locations are indicated on the Site and Landscape Plan, Sheet C-1.0.
[5] The minimum parking requirement for the building is 9 parking spaces per Section 7.03(a)(1) of the Palatine Zoning Ordinance. The Petitioner is providing 10 parking spaces for the 2,591 sq. ft. building. Parking for business and retail uses in the B-2 is provided at a rate of 1 space per 300 sq. ft. of gross floor area. 2,591/300 = 8.633. 9 parking spaces are required.
[6] See Refuse Area Plan and Details, Sheet C-2.0 for details of the enclosure.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

Business Plan

The Petitioner will lease Retail "C" area to a gas station and convenience mart operator. The brand most likely will be either Mobile, Shell or BP. The Petitioner has experience leasing other properties to gas station and convenience mart operators. The expected hours of operation for the automobile mart are weekdays from 12:00 AM to 11:00 PM, and weekends from 6:00 AM to 10:00 PM. It is anticipated there will be 2 shifts, with 2 employees per shift (inclusive of a manager). Janitorial services will be provided on a rotating basis. The tenant operator will secure all permits and licenses from the State of Illinois required for operation of a gas station and for the sale of tobacco products.

The most likely tenant for Retail "A" is a convenience retailer such as T-Mobile or AT&T.

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

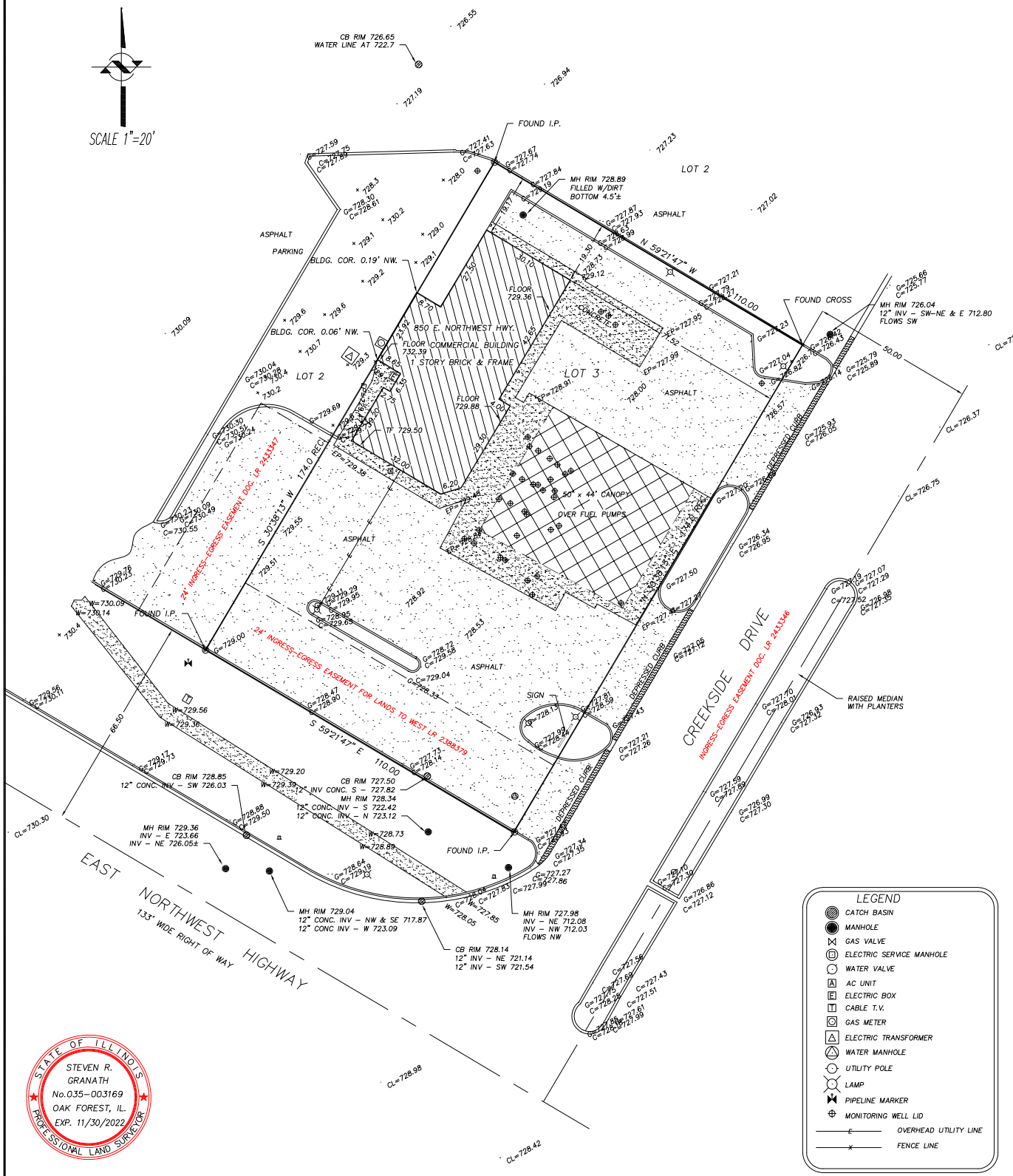
R.H. GRANATH
SURVEYING SERVICE,P.C.
PH: (708) 371-4478
FAX (708) 371-3922

PLAT OF SURVEY

of

LOT 3, IN WILLOW CREEK, BEING A SUBDIVISION OF PART OF SECTION 24, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

R.H.GRANATH
SURVEYING SERVICE, P.C.
6006 W. 159th. STREET
OAK FOREST, IL.60452



LEGEND

- CATCH BASIN
- MANHOLE
- GAS VALVE
- ELECTRIC SERVICE MANHOLE
- WATER VALVE
- AC UNIT
- ELECTRIC BOX
- CABLE T.V.
- GAS METER
- ELECTRIC TRANSFORMER
- WATER MANHOLE
- UTILITY POLE
- LAMP
- PIPELINE MARKER
- MONITORING WELL LID
- E — OVERHEAD UTILITY LINE
- X — FENCE LINE

STATE OF ILLINOIS
STEVEN R. GRANATH
No.035-003169
OAK FOREST, IL.
EXP. 11/30/2022
PROFESSIONAL LAND SURVEYOR

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

THIS IS TO CERTIFY THAT R.H. GRANATH SURVEYING SERVICE, P.C. HAS ISSUED THIS PLAT FROM FIELD SURVEY DATA OBTAINED AT THE PROPERTY INDICATED IN THE CAPTION LEGAL DESCRIPTION AND PUBLIC RECORDS, AND THAT THE FOREGOING IS A TRUE AND CORRECT REPRESENTATION OF THE SAME. THIS PLAT OF SURVEY CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS OF PRACTICE PER TITLE 68 CHAPTER VII, SUBCHAPTER b: SECTION 1270.56 IN THE RULES FOR THE ILLINOIS PROFESSIONAL LAND SURVEYOR ACT. ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF.

Digitally signed by Steven Granath
DN: cn=Steven Granath, o=R.H. Granath Surveying Service, ou, email=ilps3169@aol.com, c=US
Date: 2022.08.05 07:02:40 -05'00'

STEVEN R. GRANATH I.P.L.S. No. 3169

VALID ONLY IF EMBOSSED SEAL IS AFFIXED

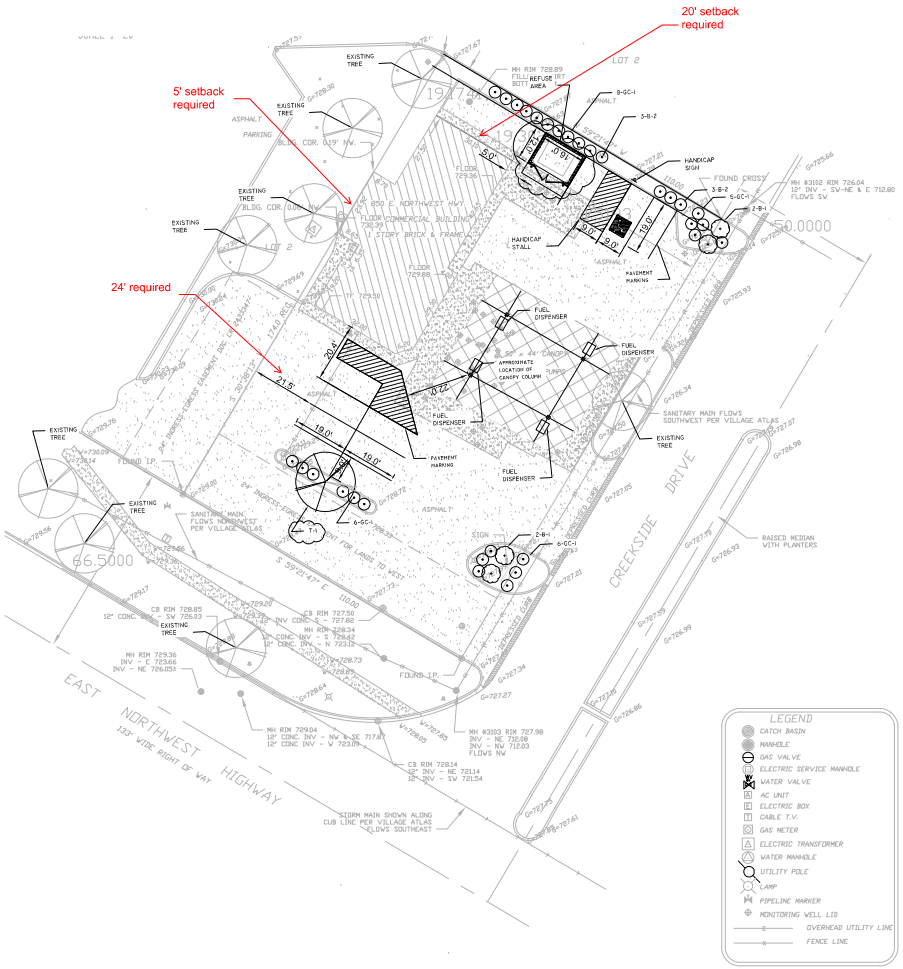
NOTE: ELEVATIONS SHOWN ARE NAVD 1988 DATUM BY GPS OBSERVATION.

NOTE: BASIS OF BEARINGS SHOWN HEREON IS ILLINOIS EAST NAD83-12 BY GPS OBSERVATION

COMPARE ALL DIMENSIONS BEFORE BUILDING AND REPORT ANY DISCREPANCIES AT ONCE REFER TO DEED OR TITLE POLICY FOR BUILDING LINES OR EASEMENTS

R.H.GRANATH SURVEYING SERVICE		
DATE:	JUNE 23, 2022	DRAWN BY:
DWG. NO.	CAD 0022-06-039	CAD/SRG
PROJECT LOCATION	850 EAST NORTHWEST HIGHWAY PALATINE, ILLINOIS	
CLIENT:	AZ SR	

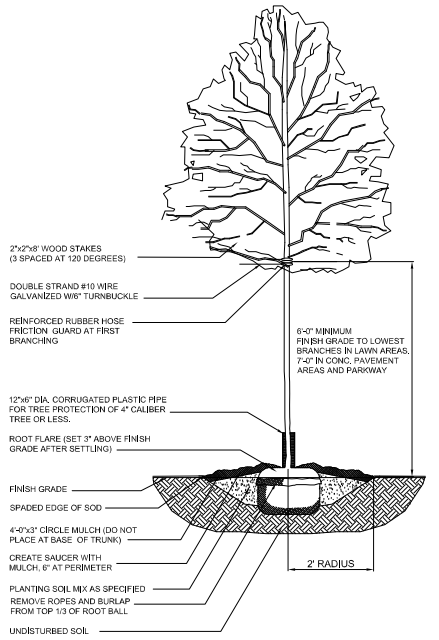
Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)



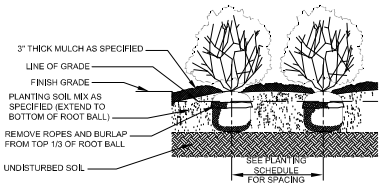
SITE AND LANDSCAPE PLAN

SCALE 1:20

PLANT SCHEDULE					
QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QUANTITY
T-1	ACER SACCHARUM "GREEN MOUNTAIN"	SUGAR MAPLE	2.5"	PER PLAN	1
B-1	ROSA X FLOWER CARPET	DWARF KOREN LILAC	#5	24"	4
B-2	VIBRUM CARLESII COMPACT	COMPACT AMERICAN	18"	24"	6
GC-1	EYON YMUS FORTUNE COLORATA	PURPLE WINTERCREEPER	1 GAL.	15"	25

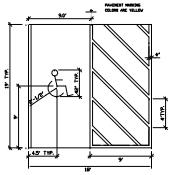


5 TREE PLANTING DETAIL
NTS



NOTE:
DO NOT EXCAVATE FOR INDIVIDUAL SHRUBS. TRENCH EXCAVATE, TOTAL SHRUB AREAS, EXCAVATE MIN 36" DEEP.

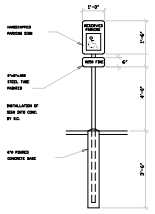
2 SHRUB PLANTING DETAIL
NTS



ACCESSIBLE PARKING SPACE MARKINGS DETAIL 5



HANDICAPPED PAINTED SYMBOL DETAIL 6



HANDICAPPED PARKING SIGN DETAIL 7

Damas Consulting Group
5625 MIDDAUGH AVE

DATE
12-30-22

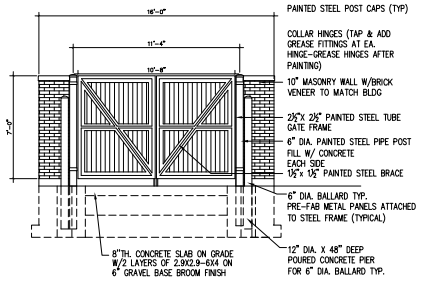
850 E NORTHWEST HWY PALATINE, IL 60074

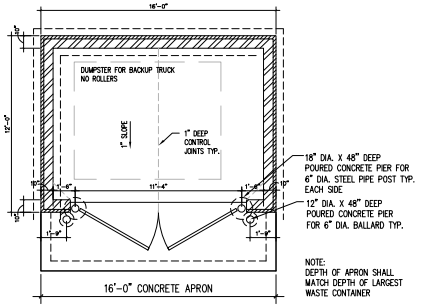
DATE STARTED
06-1-22
JOB NO.

SHEET NO.
C-1

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas

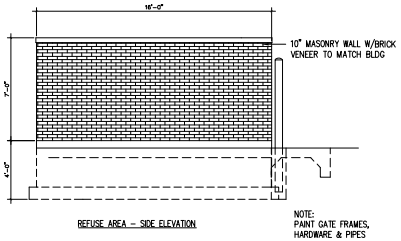
Attachment: Site Plan (850 E Northwest Highway - SU Gas Station)



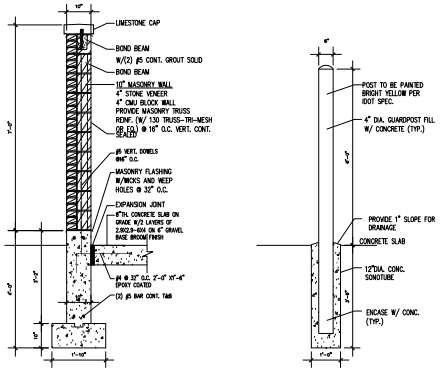


REFUSE AREA PLAN

SCALE: 1/4" = 1'-0"



REFUSE AREA – SIDE ELEVATION



REFUSE AREA WALL SECTION

SCALE: 1/2" = 1'-0"

REFUSE AREA PLAN AND DETAILS

SCALE AS NOTED

Damas Consulting Group
5625 MIDDAUGH AVE

DATE
12-01-22

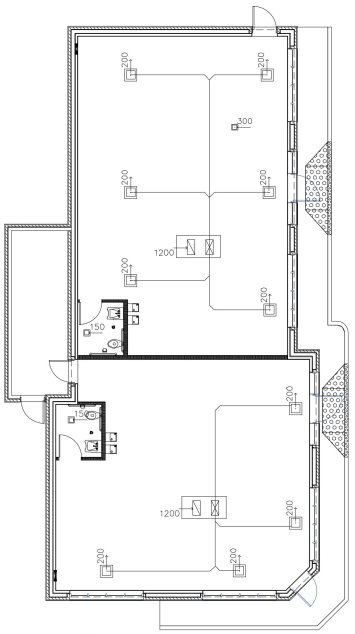
850 E NORTHWEST HWY PALATINE, IL 60074

DATE STARTED
06-1922
JOB NO:

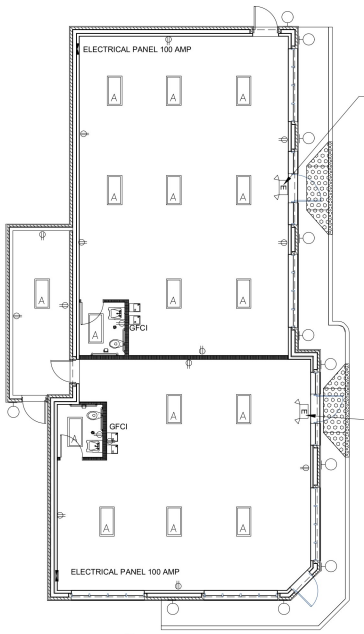
SHEET NO.
C-2

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas

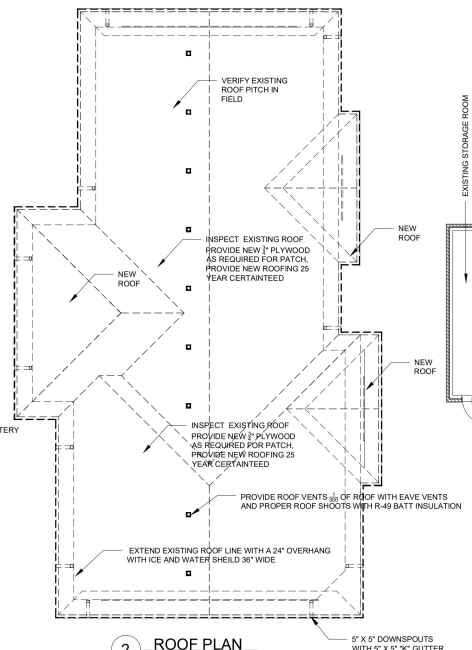
Attachment: Site Plan (850 E Northwest Highway - SU Gas Station)



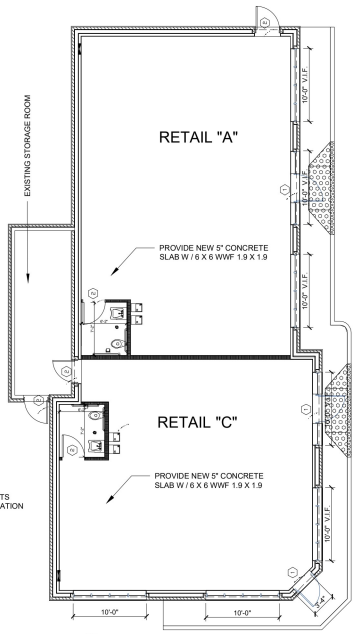
4 MECHANICAL PLAN
Scale: 1/8" = 1'-0"



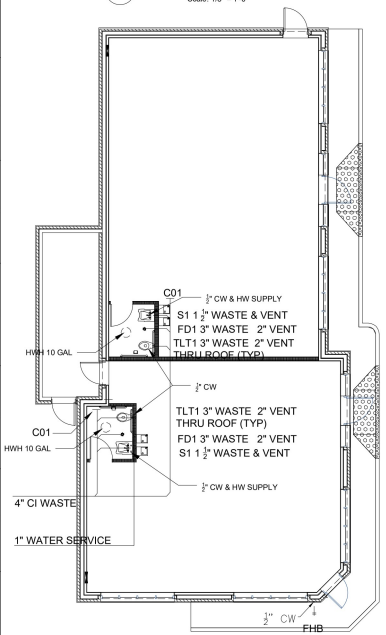
3 ELECTRICAL PLAN
Scale: 1/8" = 1'-0"



2 ROOF PLAN
Scale: 1/8" = 1'-0"



1 PLAN
Scale: 1/8" = 1'-0"



5 PLUMBING PLAN
Scale: 1/8" = 1'-0"

NOTES:

1. WORK MUST BE COMPLETED IN ACCORDANCE WITH CITY OF HARVEY CODES.
2. EACH CONTRACTOR SHALL COORDINATE THEIR WORK AND ALL INSPECTIONS AS REQUIRED.
3. ALL CUTTING AND PATCHING FOR THEIR REQUIRED WORK SHALL BE THE RESPONSIBILITY OF THE INSTALLING CONTRACTOR.
4. EACH CONTRACTOR SHALL COORDINATE THEIR ROUGH-INS WITH OTHER CONTRACTORS TO AVOID CONFLICTS WITH OTHER CONTRACTORS.
5. ALL EQUIPMENT AND MATERIALS SHALL BE UL LISTED.
6. NOISE LEVELS OF ALL NEW EQUIPMENT SHALL NOT EXCEED 65bd AT THE LOT LINE.
7. HEATING SYSTEM SHALL PROVIDE A MINIMUM OF 70 DEGREES INSIDE WHEN OUTSIDE TEMPERATURE IS -10 DEGREES F.
8. ALL DUCTWORK SHALL BE SHEET METAL. INSTALLATION SHALL COMPLY WITH SMACNA STANDARDS.
9. OUTSIDE DUCTWORK SHALL HAVE 1" INSULATION WRAP.
10. SUPPLY AND RETURN SHALL HAVE OPPOSED BLADE DAMPERS. DAMPERS SHALL BE MANUALLY ADJUSTABLE.
11. FLEXIBLE DUCTWORK SHALL BE UL 181 TYPE AS APPROVED.
12. BY CODE AND A MAXIMUM OF 5' IN LENGTH.
13. GAS PIPING SHALL BE SCHEDULE 40 BLACK, ASTM A53 GRADE A, SEAMLESS OR LAP WELDED FITTINGS, FOR 2"# AND UNDER, FOR 2"# AND LARGER, ASTM A53, AT, GRADE A, SEAMLESS OR LAP WELDED FITTINGS, STANDARD WEIGHT, BLACK STEEL BUTT WELDING JOINTS FLANGED OR WELDED RAISED FACE 150lb.
14. THE SUPPLY AIR SHALL BE TAKEN FROM OUTSIDE THE AIRFLOW.
15. REFRIGERANT PIPING SHALL BE TYPE "K" HARD DRAWN COPPER TUBING WITHOUT WROUGHT COPPER FITTINGS.
16. PLUMBING DRAWINGS ARE DIAGRAMMATIC. PLUMBING CONTRACTOR SHALL VERIFY ALL SEWER DRAINAGE AND WATER SERVICE PIPING FOR SIZING AND CONNECTIONS TO ACCOMMODATE THE PLAN.
17. PLUMBING CONTRACTOR SHALL PROVIDE ANGLE VALVES ON EACH WATER CONNECTION TO EACH PLUMBING FIXTURE.
18. PLUMBING CONTRACTOR SHALL PROVIDE CLEANOUTS AT EACH RISER AND AT EACH CHANGE IN DIRECTION, HORIZONTAL DIRECTION, AND AT THE EXIT FROM THE BUILDING.
19. PLUMBING CONTRACTOR SHALL INSULATE ALL WATER PIPING.
20. WATER LINES TO BE COPPER, TYPE "L".
21. WASTE PIPING IN SLAB TO BE SCHED 40 PVC

ELECTRICAL NOTES:

1. WORK MUST BE COMPLETED IN ACCORDANCE WITH CITY OF HARVEY CODES.
2. EACH CONTRACTOR SHALL COORDINATE THEIR WORK AND ALL INSPECTIONS AS REQUIRED.
3. ALL CUTTING AND PATCHING FOR THEIR REQUIRED WORK SHALL BE THE RESPONSIBILITY OF THE INSTALLING CONTRACTOR.
4. EACH CONTRACTOR SHALL COORDINATE THEIR ROUGH-INS WITH OTHER CONTRACTORS TO AVOID CONFLICTS WITH OTHER CONTRACTORS.
5. ALL EQUIPMENT AND MATERIALS SHALL BE UL LISTED.
6. ELECTRICAL CONTRACTOR TO VERIFY EXISTING ELECTRICAL PANELS FOR CIRCUITING AND AVAILABLE POWER. REBALANCE EXISTING PANEL FOR NEW CONSTRUCTION.
7. EXISTING OUTLETS ON PERIMETER WALLS SHALL REMAIN.
8. ELEC CONTRACTOR TO PROVIDE POWER CONNECTION FOR ALL NEW MECH EQUIPMENTS. SEE SHEET MP-1.
9. ELECTRICAL CONTRACTOR TO PROVIDE CONVENIENCE OUTLET WITH-IN THREE FEET OF ROOFTOP UNITS (RTU).

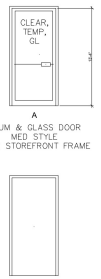
TYPICAL 2X4 LIGHT – LED, 100W LAY-IN FIXTURE
TYPICAL 2X2 LIGHT – LED 100W LAY-IN FIXTURE
EMERGENCY LIGHT – "SURE LITE" EMERGENCY LIGHT WITH BATTERY BACK-UP
EXIT LIGHT – "SURE LITE" EXIT SIGN

VENTILATION SCHEDULE

ROOM NAME	AREA	CODE REQ'D CFM			ACTUAL SUPPLIED CFM		
		SUPPLY	RETURN	EXHAUST	SUPPLY	RETURN	EXHAUST
RETAIL A	995	995	498	299	1200	1200	300
ELT ROOM	58	0	0	116	60	0	150
TOTALS	1053	995	498	415	1200	1200	450
RETAIL C	995	995	498	299	1200	1200	300
ELT ROOM	58	0	0	116	60	0	150
TOTALS	1053	995	498	415	1200	1200	450

AIR HANDELING UNIT

NOM TONS	TOTAL CFM	MIN OA	COOLING REFRIGERANT	HEATING INPUT BTU/HR	HEATING OUTPUT BTU/HR
RETAIL A 4	1200	400	R-410A	–	48,000
RETAIL C 4	1200	400	R-410A	–	48,000



ALUM & GLASS DOOR
MED STYLE
ALUM STOREFRONT FRAME

DOOR & LITE SCHED SCHEDULE

DOOR NO.	SIZE	TYPE	HARDWARE	NOTES
1	3'-0"x6'-8"	C	1	
2	3'-0"x6'-8"x1¾"	B2	2	

1. LOCKSETS TO BE SCHLAGE, N-D SERIES, RHODES LEVER
2. DOOR OPERATING FORCE NOT TO EXCEED: 5 lbs-INTERIOR, 8.5 lbs-EXTERIOR

HARDWARE:

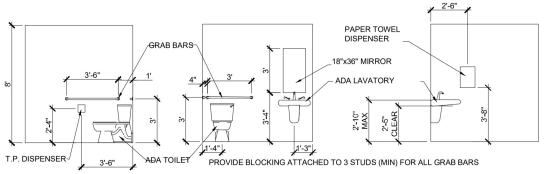
1 PAIR MFG'S STANDARD PIVOT HINGES
MFG'S STANDARD PUSH PLATE AND PULL BAR
DEADBOLT LOCK
CLOSER
THRESHOLD

2 1½ PAIR HINGES
PRIVACY LOCKSET
KICK PLATE
WALL MTD STOP

SAFTY GLASS:

APPROVED LABELED SAFETY GLAZING UNITS SHALL BE INSTALLED IN THE FOLLOWING LOCATIONS:

1) GLAZING IN INGRESS AND EGRESS DOORS
2) GLAZING WHERE THE NEAREST VERTICAL EDGE IS WITHIN 12" OF A DOOR AND BOTTOM EDGE IS BELOW THE TOP OF THE DOOR.
3) GLAZING IN EXCESS OF 9 SQ FT AND/OR
   a) THE LOWEST EDGE IS LESS THAN 18" ABOVE FINISHED FLOOR.
   b) WITHIN 36" OF A WALKING SURFACE



WWA
William Warman Arc
27 East Monroe Stree
Suite 1100C
Chicago, Illinois, 606(
1-312-310-2626
wwarchitects1@gmail.cc

850 E. NORTHWES Y
PALATINE, ILLI

ITEM	BY	DATE	DESCRIPTION
1	WLZ	1/14/22	PERMIT SE

OWNERSHIP & USE OF DOCUMENTS:

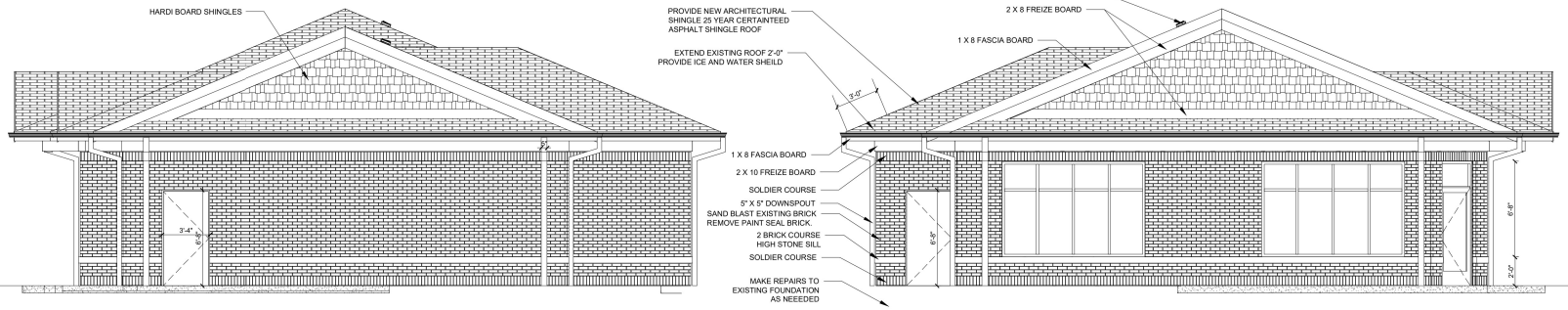
- INSTRUMENTS OF SERVICE – THE DRAWINGS, S AND OTHER DOCUMENTS (OR ANY PART THERE BY THE ARCHITECT ARE INSTRUMENTS OF SERV NOT BECOME THE PROPERTY OF CLIENT WHETH PROJECT FOR WHICH THEY ARE MADE IS COM PROGRESS OR COMPLETED. SUCH DOCUMENTS FOR SOLE USE BY THE ARCHITECT AND BUILD COMPLETING THE PROJECT AND THE INFORMAT NOT BE SUFFICIENT FOR USE BY OTHERS.
- USE –THE CONTRACT DOCUMENTS FURNISHED ARCHITECT OR BUILDER OR ITS CONTRACTORS USED BY CLIENT ON UNRELATED PROJECTS OR PROPERTY UNLESS THE PARTIES AGREE IN WRI BUILDER IS EQUITABLY COMPENSATED PRIOR TO RIGHTS TO OWNERSHIP – ARCHITECT SHALL BE EXCLUSIVE OWNER OF THE DESIGN AND LIKENE PROJECT AND SHALL BE DEEMED THE SOLE O RETAIN ALL RIGHTS TO, COPYRIGHT INTERESTS PROJECT, EITHER IN PART OR IN WHOLE.
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SHEET TITLE
PLANS

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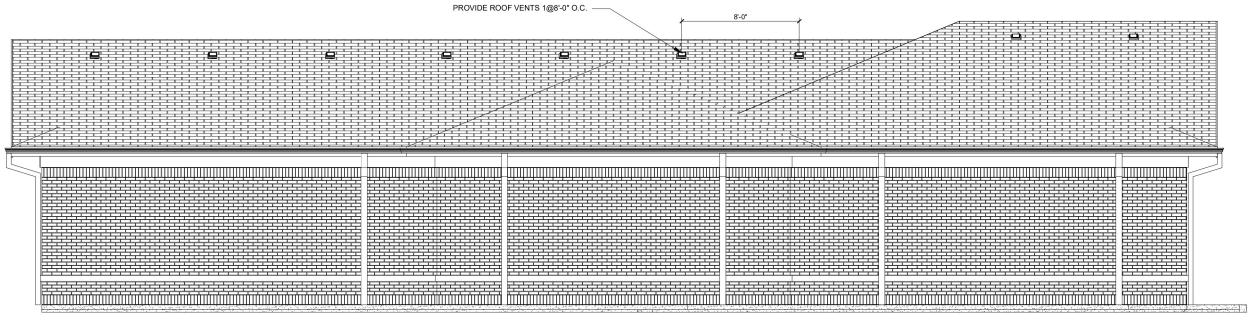
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PRINTED: 02/04/2022 - 7:28am

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)
Attachment: Floor Plan (850 E Northwest Highway - SU Gas Station)



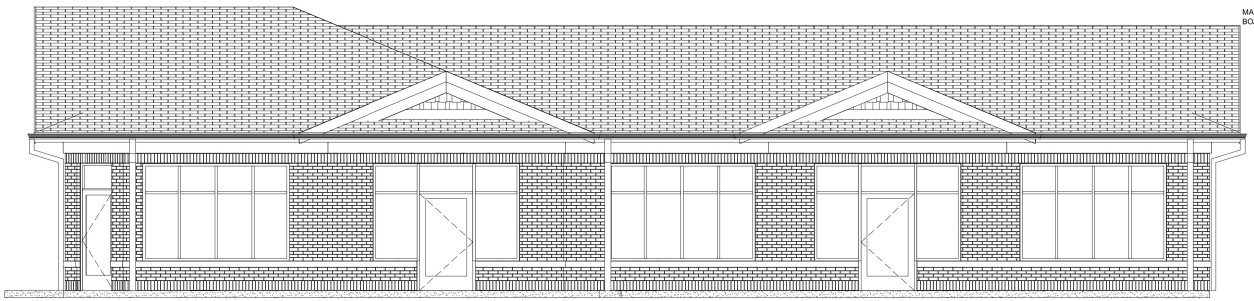
EAST ELEVATION
1/4" = 1'-0"

WEST ELEVATION
1/4" = 1'-0"

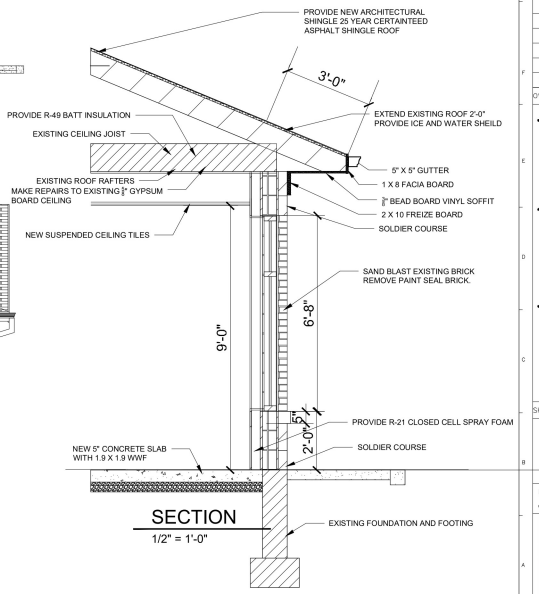


NORTH ELEVATION
1/4" = 1'-0"





SOUTH ELEVATION
1/4" = 1'-0"



SECTION
1/2" = 1'-0"

WWA
William Warman Arc
27 East Monroe Stree
Suite 1100C
Chicago, Illinois, 6060
1-312-310-2626
wwarchitects1@gmail.cc

850 E. NORTHWES Y
PALATINE, ILLI

ITEM	BY	DATE	DESCRIPTION
1	WLZ	1/14/22	PERMIT SE

OWNERSHIP & USE OF DOCUMENTS:

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DATE:
JANUARY 17,2022

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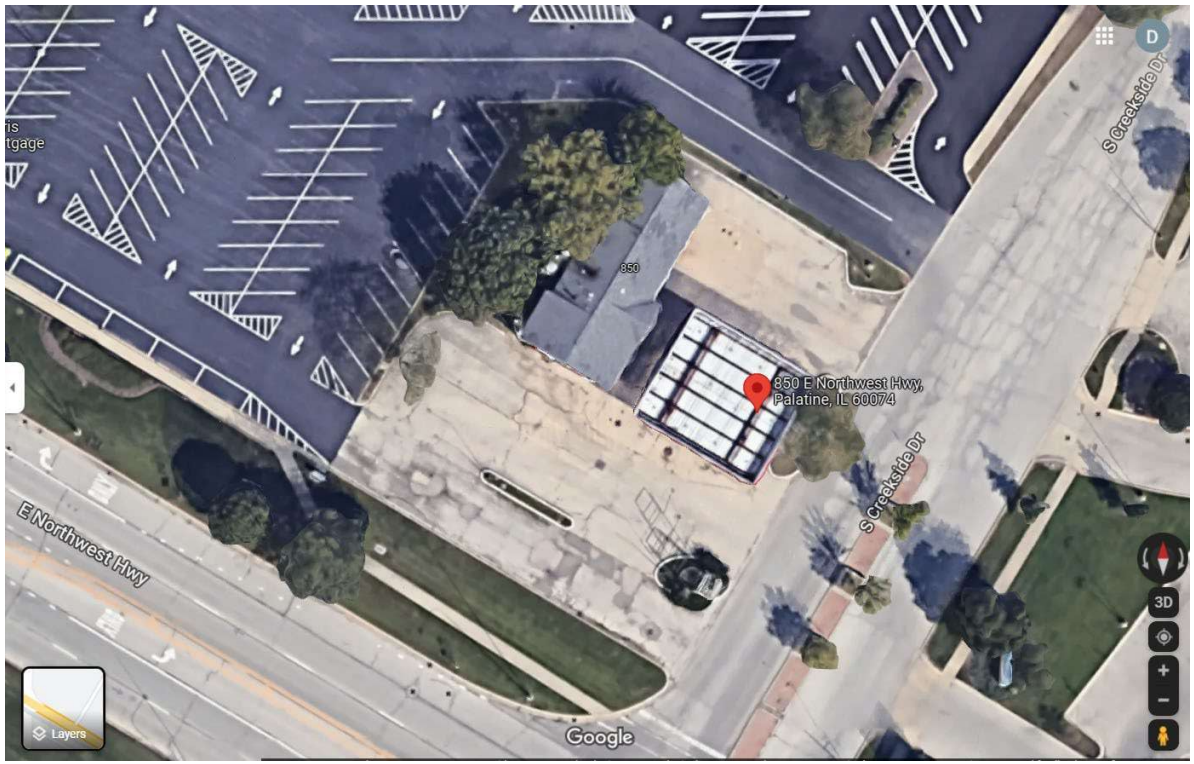
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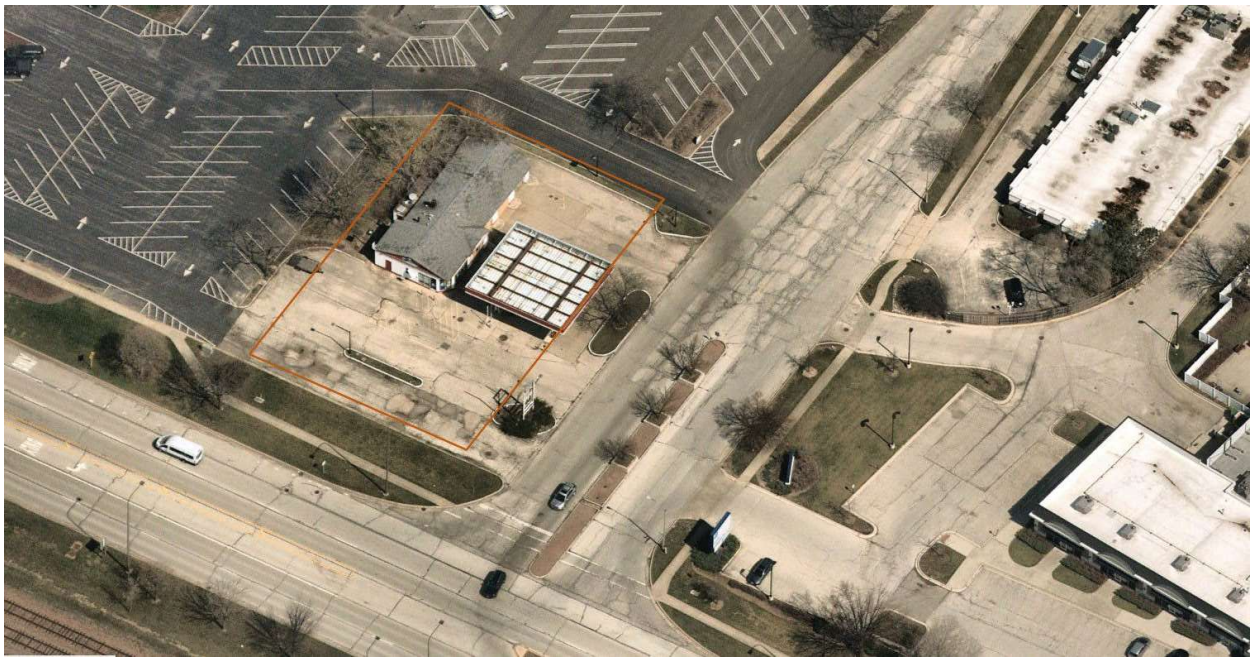
Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas
Attachment: Elevation Plans (850 E Northwest Highway - SU Gas Station)

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PRINTED: 02/04/2022 - 7:28am

850 E. Northwest Highway



850 E. Northwest Highway



Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas


E Northwest
850 E N
Palatine


Street View - May 2019


MARATHON
Welcome To...
SAM'S
MARATHON
FUEL & STORE HOURS
MONDAY - FRIDAY
5:30 a.m. - 10:00 p.m.
SATURDAY - SUNDAY
7:00 a.m. - 10:00 p.m.
REPAIR SHOP HOURS
MONDAY - FRIDAY
7:30 a.m. - 5:00 p.m.
SATURDAY
7:00 a.m. - 12:00 p.m.
ROLLING MEADOWS
AUTO CLINIC
847-359-1421



850 E N
Palatine

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas

1970 – gas station building



PUBLIC NOTICE
A Public Hearing will be held before the Palatine Zoning Board of Appeals on Tuesday, February 14, 2023 at 7 PM, in the Village Council Chambers at Palatine Village Hall, 200 E. Wood Street, relative to a request for the following:
Special Use to permit a gas station and convenience store.
Variation to permit an existing building to encroach into the required rear and side yards.
Variation to permit a drive aisle to be 21 feet instead of the permitted 24 feet.
The property is commonly known as 850 E. Northwest Highway.
The Petitioner is proposing to renovate the existing building and operate a gas station with convenience store and retail space. The existing building is set back 0 feet from the side lot line instead of the required 5 feet and 19 feet from the rear lot line instead of the required 20 feet.
The above petition has been filed by Khader Zahdan, AZ SPE, LLC and is available for examination in the office of the Village Clerk, 200 E. Wood Street.
FILE #:SU-000008-2023
VILLAGE OF PALATINE
Jan Wood, Chair
Palatine Zoning Board of Appeals
DATED: This 30th day of January, 2023
Published in Daily Herald January 30, 2023 (4594636)

CERTIFICATE OF PUBLICATION

Paddock Publications, Inc.

Northwest Suburbs
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 **Northwest Suburbs DAILY HERALD**. That said **Northwest Suburbs DAILY HERALD** is a secular newspaper, published in Arlington Heights and has been circulated daily in the Village(s) of: Arlington Heights, Barrington, Barrington Hills, Bartlett, Buffalo Grove, Deer Park, Des Plaines, Elk Grove, Franklin Park, Glenview, Hanover Park, Hoffman Estates, Inverness, Melrose Park, Morton Grove, Mt Prospect, Niles, Northbrook, Northfield, Northlake, Palatine, Park Ridge, Prospect Heights, River Grove, Rolling Meadows, Rosemont, Schaumburg, Schiller Park, South Barrington, Streamwood, Wheeling, Wilmette

County(ies) of Cook
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 general circulation throughout said Village(s), County(ies) and State.

I further certify that the Northwest Suburbs 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 01/30/2023
in said Northwest Suburbs 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 Paula Raetz
Designee of the Publisher and Officer of the Daily Herald

Control # 4594636

Attachment: ZBA Materials 2-14-23 (2023-19 : 850 E Northwest Highway - SU & Variations for a Gas Station)

Consider a Resolution of Support for the Filing of a 7C Cook County Tax Classification for the Benefit of the Property Located at 850 E. Northwest Highway

BACKGROUND:
The Cook County Assessor's Office has a property tax classification program to encourage commercial development on qualifying properties. The classification (7c), referred to as Commercial Urban Relief Eligibility (CURE), operates in a manner similar to the County's other tax classification programs (such as 6b). A summary of the 7c program and its eligibility criteria are attached. To facilitate the redevelopment of 850 E. Northwest Highway, the Petitioner is seeking approval of the following:

> **Approval of a resolution for support for the filing of a 7c Cook County Tax Classification for the property located at 850 E. Northwest Highway.**

KEY ISSUES:
- The Petitioners are looking to remodel and modify the former gas station site and are seeking a 7c tax classification to help offset their corresponding redevelopment costs and investment. The Petitioners have indicated the proposed improvements will result in an investment of over $2,000,000 (not including land acquisition costs).
- Projects that qualify for the Class 7c classification will receive a reduced assessment level of 10% of fair market value for the first three years, 15% for the fourth year, and 20% for the fifth year. Without this incentive, commercial property would be assessed at 25% of its market value. The 7c program does allow for a renewal of the classification, subject to the program's requirements, a separate endorsement by the Village, and approval by the County.
- The Village has previously approved other resolutions of support for projects looking to obtain a 7c classification.

ALTERNATIVES:
1. Recommend approval of the Resolution.
2. Do not recommend approval of the Resolution.

RECOMMENDATION:
Staff recommends approval of the Resolution.

ACTION REQUIRED:
Motion to approve the resolution of support for the filing of a 7c Cook County Tax Classification for the property located at 850 E. Northwest Highway.

ATTACHMENTS:

- 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC
- 7c Village Cover Letter
- Cook County 7c Application
- Cook County 7C Bulletin

RESULT:	**ADOPTED BY VOICE VOTE BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Tim Millar, District 1 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Schwantz, Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

VILLAGE OF PALATINE

RESOLUTION NO. __-__

A RESOLUTION SUPPORTING, APPROVING AND CONSENTING TO AN APPLICATION BY AZE SPE, LLC FOR A CLASS 7C DESIGNATION FOR 850 E. NORTHWEST HIGHWAY PURSUANT TO THE COOK COUNTY REAL PROPERTY ASSESSMENT CLASSIFICATION ORDINANCE, AS AMENDED

WHEREAS, Cook County's Real Property Assessment Classification Ordinance (the "Classification Ordinance") provides for the classification of real properties located in Cook County, Illinois for real estate tax assessment purposes; and

WHEREAS, the Classification Ordinance allows for a classification known as Class 7c (the "Class 7c Designation") for commercial or industrial property within areas designated by the Cook County Assessor conditioned upon certain findings and approvals of the municipality governing the property; and

WHEREAS, the Classification Ordinance allows for a classification known as Class 7c (the "Class 7c Designation") for commercial projects which would not be economically feasible without assistance, conditioned upon certain findings and approvals of the municipality governing the property; and

WHEREAS, the development and reoccupation of abandoned property (the "Development and Reoccupation"), 850 E. Northwest Highway on Parcel #02-24-106-007-0000 in the Village of Palatine, Cook County, Illinois (the "Village") qualifies for the Class 7c Designation because it is intended to be a commercial development and reoccupation of abandoned property located within the corporate limits of the Village; and

WHEREAS, the Class 7c Designation results in a substantial reduction of the real estate taxes levied against such commercial property by reducing the assessment level for the property to 10 percent of market value for the initial 3 years after the reoccupation

Attachment: 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC (850 E Northwest Hwy - 7c Request Gas Station)

is completed, 15 percent of market value for the 4th year after completion and 20 percent of market value for the 5th year after completion; and

WHEREAS, the Village's Mayor and Village Council (collectively, the "Corporate Authorities") find that the development and reoccupation proposed by AZE SPE, LLC, the development and reoccupation project will benefit the Village by, among other things, increasing the real estate tax base of the Village, providing job opportunities for Village residents and increasing the retailers' occupation tax revenues generated to the Village; and

WHEREAS, the Corporate Authorities find that but for the Village's consent to and support of the Class 7c Designation for the Development and Reoccupation Project, the Development and Reoccupation Project would not be economically feasible and, therefore, that the Reoccupation Project would not occur; and

WHEREAS, it is therefore in the best interests of the Village to support, approve of and consent to the Class 7c Designation of the Development and Reoccupation Project;

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

SECTION 1: The statements set forth in the preamble to this Resolution are true and correct and are adopted as part of this Resolution.

SECTION 2: The Village finds that the development and reoccupation of the Project (as depicted on the Map attached hereto as Exhibit A and incorporated herein by reference) upon the property legally described on Exhibit B, attached hereto and incorporated herein by reference, is consistent with the overall plan for rehabilitation of the Village. The Village supports, approves of and consents to the Class 7c Designation for the Development and Reoccupation Project.

Attachment: 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC (850 E Northwest Hwy - 7c Request Gas Station)

SECTION 3: The Mayor is authorized and directed to execute any documents and take any other action necessary to implement the provisions of and intent of this Resolution. The Village Clerk is authorized and directed to attest to the Mayor's signature on such documents, as necessary.

SECTION 4: This Resolution shall be in full force and effect from and after its passage, approval and publication as provided by law. If any provision of this Resolution is held invalid by a court of competent jurisdiction, that provision shall be stricken from this Resolution and the remaining provisions shall continue in full force and effect to the extent possible.

PASSED: This ____day of _____, 2023

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

APPROVED by me this _____day of _____, 2023

_____

Mayor of the Village of Palatine

ATTESTED and FILED in the office of the Village Clerk this _____day of

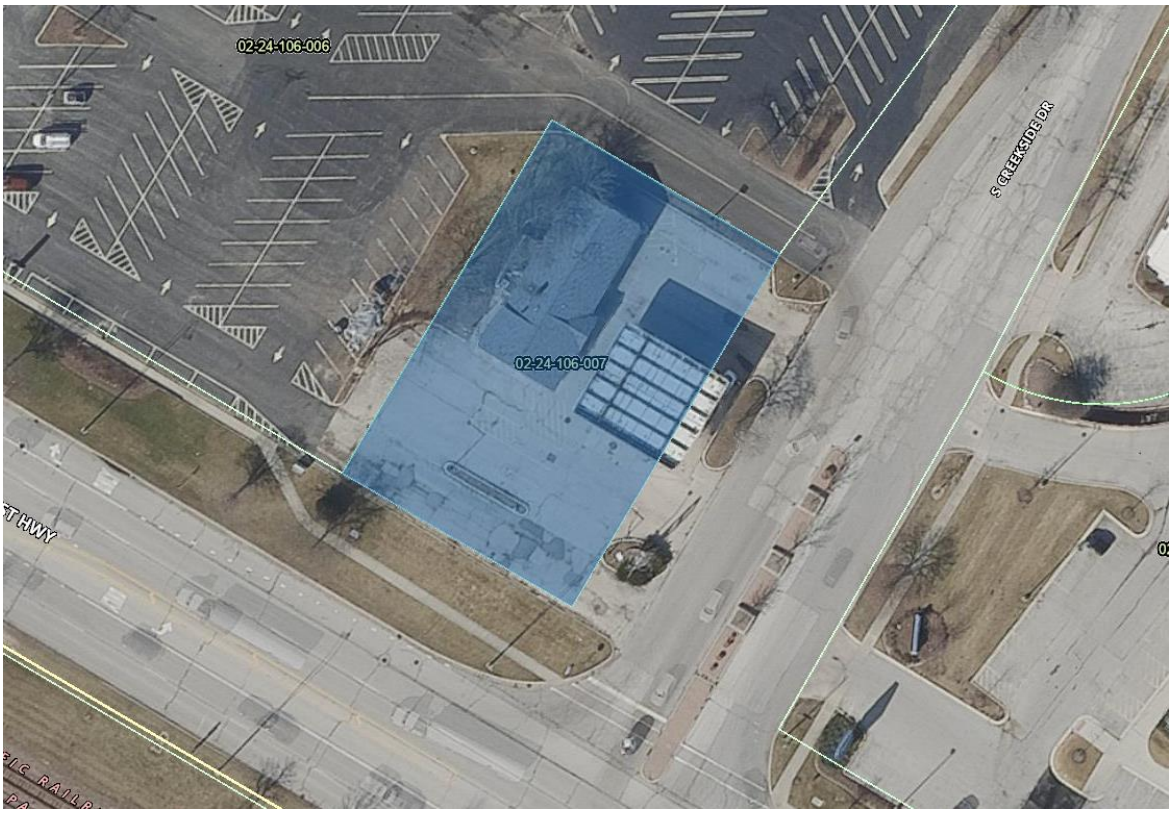
_____, 2023

_____

Village Clerk

Attachment: 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT A



Attachment: 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT B

LEGAL DESCRIPTION

LOT 3 IN WILLOW CREEK, BEING A SUBDIVISION OF PART OF SECTION 24, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

P.I.N.: 02-24-106-007-0000

ADDRESS: 850 E. Northwest Highway, Palatine, IL

Attachment: 7c Resolution 850 E. Northwest Hwy AZE SPE, LLC (850 E Northwest Hwy - 7c Request Gas Station)

FANNING LAW

200 N. LaSalle St.
Suite 1550
Chicago, Illinois 60601

(312) 585-75
Kevin@FanningLLC.c
FanningLLC.c

Michael W. Jacobs
Deputy Village Manager
Village of Palatine
200 E Wood St.
Palatine, IL 60067

March 3, 2023

Re: 7c Application
AZE SPE, LLC
Control #: 7C0088
850 E Northwest Hwy
Palatine, IL 60074
PIN: 02-24-106-007-0000

Dear Mr. Jacobs,

The 7c application for the above-referenced property was submitted to the Cook County Assessor's Office on April 1, 2021, and amended on March 3, 2023. A copy of the amended application is respectfully attached hereto for your consideration and review.

The subject property is currently a vacant service station consisting of a one-story structure with gas pumps and a canopy. The site has been vacant and blighted since 2016. As noted in the application, AZE SPE, LLC plans to renovate the existing structure into a C- store convenience site to serve the newly rehabilitated gas station. AZE SPE, LLC will also create space for an additional retail tenant.

There are significant ramp up costs associated with the project, including the replacement of the underground gas tanks, which alone will cost an estimated $600,000. To complete the project, hard costs, soft costs, and equipment will exceed $3.3 million.

Also enclosed is a preliminary market assessment and redevelopment feasibility analysis from Melaniphy and Associates. The report outlines the benefits to the Village, including additional

Attachment: 7c Village Cover Letter (850 E Northwest Hwy - 7c Request Gas Station)

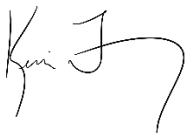
sales tax and property tax revenues. Melaniphy and Associates estimates that the development will generate $67,440 in sales tax revenue annually. The additional property taxes are estimated to be $117,256 over the course of the next five years with the subject occupied and a 7c tax incentive in place.

As noted by the report, any potential redevelopment of this site will not be viable without a tax incentive. This is an excellent example of why the 7c tax incentive was initially created by the county and it will serve as a means to incentivize the development of a vacant and blighted parcel without the usage of TIF funds.

We respectfully request that the Village Council and Mayor pass an ordinance or resolution in support of and consent to the 7c application.

Thank you and we look forward to successfully redeveloping this site in order to contribute to the Village of Palatine's economic vitality.

Sincerely,



Kevin P. Fanning
Fanning Law, LLC

PAL-00003/hh

Attachment: 7c Village Cover Letter (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

COOK COUNTY ASSESSOR
FRITZ KAEGI

COOK COUNTY ASSESSOR'S OFFICE
118 NORTH CLARK STREET, CHICAGO, IL 60602
PHONE: 312.443.7550 FAX: 312.603.6584
WWW.COOKCOUNTYASSESSOR.COM

AMENDED

CLASS 7C ELIGIBILITY APPLICATION

CONTROL NUMBER: 7C0088

Carefully review the Class 7c *Eligibility Bulletin* before completing this Application. For assistance, please contact the Assessor's Office, Development Incentives Department (312) 603-7529. This application, ***a filing fee of $500.00***, and supporting documentation must be filed as follows:

This application must be filed **PRIOR TO** the commencement of New Construction or the commencement of Substantial Rehabilitation Activities or **PRIOR TO** the Reoccupation of Vacant Abandoned Property.

DUPLICATE

Applicant Information

Name: AZ SPE, LLC Telephone: (708) 372-7632

Address: 12345 S. Keeler Ave.

City: Alsip State: IL Zip Code: 60803

Email: azahdan@swift-fuel.com

Contact Person (if different than the Applicant)

Name: Kevin P. Fanning

Company: Fanning Law, LLC

Address: 200 N. LaSalle St., Suite 1550

City: Chicago State: IL Zip Code: 60601

Email: kevin@fanningllc.com Telephone: (312) 585-7523

Property Description (per PIN)

If you are applying for more than three different PINs, please submit the additional PIN information as an attachment.

Street Address: (1) 850 E. Northwest Hwy.

Permanent Real Estate Index Number: 02-24-106-007-0000

(2)

Permanent Real Estate Index Number:

(3)

Permanent Real Estate Index Number:

City: Palatine State: IL Zip Code: 60074

Township: Palatine Existing Class: 5-23

Revised 4.1.2022

INCENTIVES DEPT.
COUNTY ASSESSOR
RECEIVED
MAR 03 2023

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

Identification of Person Having an Interest in the Property

Attach a complete list of all owners, developers, occupants and other interested parties *(including all beneficial owners of a land trust)* identified by names and addresses, and the nature and extent of their interest.

Property Use

General Description of Proposed Property Usage: redeveloped gas station and additional retail

Attach a detail description of the precise nature and extent of the intended use of the subject property, specifying in the case of the multiple uses the relative percentages of each use.

Attach copies of materials, which explain the occupant's business, including corporate letterhead, brochures, advertising material, leases, photographs, etc.

Employment Opportunities

How many **construction jobs** will be created as a result of this development? 25

How many permanent full-time and part-time employees do you **currently** employ in Cook County?

Full-time: 0 Part-time: 0

How many **new permanent full-time jobs** will be created by this proposed development? 3
How many **new permanent part-time jobs** will be created by this proposed development? 4

Nature of Development

Indicate nature of proposed development by checking the appropriate space:

[ ] New Construction **(Read and Complete Section A)**

[X] Substantial Rehabilitation **(Read and Complete Section A)**
Incentive only applied to the market value attributable to the rehabilitation

[X] Occupation of Abandoned Property
(Read and Complete Section B)

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

SECTION A (NEW CONSTRUCTION/SUBSTANTIAL REHABILITATION)

If the proposed development consists of *New Construction* or *Substantial Rehabilitation*, provide the following information:

Estimated date of construction commencement (excluding demolition if any): ASAP
Estimated date of construction completion: TBD
Total redevelopment cost, excluding land: $ 617,000

Attach copies of the following:

X **Construction Documentation:**
- X Architectural Plans
- X Description of Improvement to be demolished or reoccupied
- X Development Schedule
- __ Permits

X **Financial Documentation**
- X Income Tax Statements (last three years)
- X Recent Appraisal (for Substantial Rehabilitation projects)
- N/A Agreements with any taxing district for sharing profits

X **Identification of Persons Having an Interest in the Property**

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

SECTION B (VACANT/ABANDONED PROPERTY)

Application must be made to Assessor prior to reoccupation

If the proposed development consists of the re-occupancy of *abandoned property (property must be twelve months or more vacant)*, provide the following information:

1. **Vacancy Information:**

   a. How long has the property been vacant?
   Since January 1, 2016 (five years)

   b. When and by whom was the subject property last occupied and used?
   In late 2015 by Hawthorn Properties, LLC

2. **Attach copies of the following documents:**

   X Sworn statements from persons having personal knowledge attesting to the fact and duration of vacancy and abandonment

   X Records *(such as statements of utility companies)*, indicating that the property has been vacant and unused and the duration of such vacancy

   X Records indicating that the property was marketed for 6 continuous months

   X Income Tax Statements *(last three years)*

3. **If a sale has taken place:**

   Estimated date of reoccupation: TBD

   Date of purchase: 07/05/2017

   Name of purchaser: AZ SPE, LLC

   Name of seller: Hawthorn Properties, LLC

   Relationship of purchaser to seller: No relationship

   Attach copies of the following documents:

   (a) sale contract
   (b) recorded deed
   (c) assignment of beneficial interest
   (d) real estate transfer declaration

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

LOCAL APPROVAL

A certified copy of a resolution or ordinance from the municipality in which the real estate is located *(or the County Board, if the real estate is located in an unincorporated area)* should accompany this Application. *The ordinance or resolution must expressly state that the municipality supports and consents to this Class 7C Application and that it finds Class 7C necessary for development to occur on the subject property.* If a resolution is unavailable at the time the application is filed, a letter from the municipality or the County Board, as the case may be, stating that a resolution or ordinance supporting the incentive has been requested may be filed with this application instead. If, at a later date, the municipality or the County Board denies the applicant's request for a resolution or ordinance, the applicant will be deemed ineligible for the Class 7C incentive, whether or not construction has begun. In all circumstances, the resolution must be submitted by the time the applicant files an "Incentive Appeal" requesting the Class Change be applied to the property.

In addition, a copy of the application must be submitted to the Cook County Bureau of Economic Development (BED) for their approval (for additional information contact BED at 312-603-1000.

FINALIZING THE INCENTIVE PROCESS

In order to finalize the class change you will need to file an **Incentive Appeal** with supporting documentation (including **Proof of Occupancy**) in the year that the property has been substantially occupied. It is advised that you access our website *(www.cookcountyassessor.com)* to determine the allowable filing dates for such action.

When filing an appeal requesting an Incentive Class Change a $100.00 filing fee (made out to the Cook County Assessor) must be included. The property cannot receive Class 7C designation until you file an Incentive Appeal, AND this office grants reclassification for the parcel(s).

I, the undersigned, certify that I have read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.

DocuSigned by
Khader Zahdan
55C872B32FB142F...
Signature

2/28/2023
Date

Khader Zahdan
Print Name

Agent/Member
Title

**Note: If title to the property is held in trust or by a corporation or a partnership, this Class 7C Eligibility Application must be signed by a beneficiary, officer or general partner.*

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DocuSign Envelope ID: 4E58E50F-8AF0-4070-93FD-61C6581FAD4E

REVOCATION OR CANCELLATION AGREEMENT

In return for receiving the Class 7c incentive classification for the subject property, the undersigned owner(s) hereby stipulates and agrees that in the event of a voluntary cancellation of the Incentive or upon revocation, that the undersigned shall be personally liable for and shall reimburse to the County Collector an amount equal to the difference, if any, in the amount of taxes that would have been collected had the subject property been assessed without the Class 7c classification and the amount of taxes actually billed and collected upon the subject property for the tax year in which the incentive was revoked or cancelled during which the property was being assessed with the Class 7c classification. Failure of the undersigned to make such a reimbursement to the County Collector shall not constitute a lien upon the subject property but shall constitute an in personam liability, which may be enforced against the owners. Further, the undersigned certifies that he/she has read this Application and that the statements set forth in this Application and in the attachments hereto are true and correct, except as to those matters stated to be on information and belief and as to such matters the undersigned certifies that he/she believes the same to be true.

I, the undersigned, hereby agree to be bound by the terms of the revocation or cancellation agreement.

DocuSigned by:
Khader Zahdan
55CB72B32F814...

2/28/2023

Signature — Date

Khader Zahdan — Agent/Member

Print Name — Title

**Note: If title to the property is held in trust or by a corporation or a partnership, this Class 7c Eligibility Application must be signed by the beneficiary, officer and/or general partner.*

Revised 4/1/22

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT A

Basic Site Information

The subject property is located at 850 East Northwest Highway in Palatine, Illinois (PIN: 02-24-106-007-0000).

The total land area of the site is 19,140 square feet, and the site is improved with an existing commercial structure consisting of 2,020 square feet.

Copies of the following are attached hereto:

(1) Legal Description;
(2) Survey;
(3) Aerials; and
(4) Pictures of the Subject Property.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

LEGAL DESCRIPTION

LOT 3 IN WILLOW CREEK, BEING A SUBDIVISION OF PART OF SECTION 24, TOWNSHIP 42 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

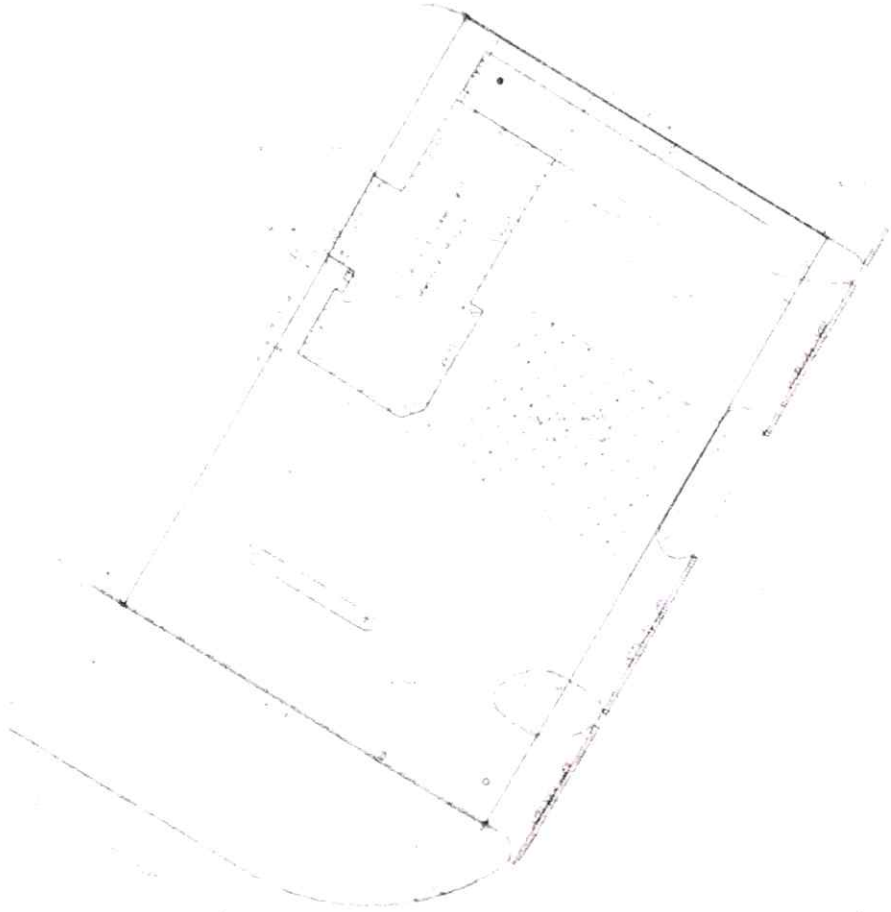
P.I.N. 02-24-106-007-0000

ADDRESS 850 E. Northwest Highway, Palatine, IL

170704

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

PLAT OF SURVEY



Steven Granath

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Google Maps 850 E Northwest Hwy



Imagery ©2021 Maxar Technologies, U.S. Geological Survey, Map data ©2021 20 ft



850 E Northwest Hwy

850 E Northwest Hwy, Palatine, IL 60074

Photos

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT B

Ownership Information

Applicant/User: AZ SPE, LLC, an Illinois Liability Company, ("the Applicant") purchased the property located at 850 East Northwest Highway in Palatine, Illinois (02-24-106-007-0000) on July 5, 2017.

LLC Manager: Khader Zahdan
12345 S. Keeler Ave.,
Alsip, IL 60803
(708) 372-7632

Ownership: Khader Zahdan (100%)

Attached hereto are the following documents:

(1) Secretary of State LLC File Detail Report; and
(2) Cook County Disclosure of Ownership Interest Statement.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT C

A Description of the Proposed Property Use

AZ SPE, LLC, an Illinois Liability Company, ("the Applicant") purchased the property located at 850 East Northwest Highway in Palatine, Illinois (02-24-106-007-0000) on July 5, 2017. The sale was part of a portfolio purchase from the seller for a total purchase price of $2,250,000 for all properties.

The total land area of the site is 19,140 square feet, and the site is improved with an existing commercial structure consisting of 2,020 square feet, which was last owned by Hawthorn Properties, LLC. Before AZ SPE, LLC purchased the property it formerly operated as a Phillips 66 gas station. The property has been vacant since at least January 1, 2016 (over six years) and is currently an eyesore for the Village of Palatine.

The Owner/Applicant owns and operates other gas stations in Illinois. The Applicant plans to rehabilitate the subject property's gas station and convenience store while also renovating the space to add an additional retail tenant. The Applicant is currently in discussion with potential tenants for a potential lease of the retail space.

The Applicant expects to create three new permanent full -time jobs and four new permanent part-time jobs. There are also an expected twenty-five construction jobs to be created from this development. The Applicant expects the development to take approximately 38 weeks to complete.

Site Purchase Cost:	N/A
Building Rehabilitation/Hard Construction Costs:	$617,000
Total:	**$617,000**

Please note that the rehabilitation costs could vary for a variety of reasons depending on cosmetic improvements and market variances. In addition to the hard costs above, the project will have soft costs and additional site work costs, primarily around the replacement of the gas tanks and other equipment. These costs are outlined in the attached sources and uses of funds.

Attached hereto are the following documents:

(1) Development summary;
(2) Project narrative and business plan;
(3) Proposed demolition and erosion control plans;
(4) Construction timeline;
(5) Site and landscape plans;
(6) Elevation and floor plans;
(7) Architectural rendering;
(8) Sources and uses of funds;
(9) Source of funds;
(10) Deed from the July 5, 2017 sale; and
(11) Articles of Agreement for Deed.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

DEVELOPMENT SUMMARY

850 WEST NORTHWEST HIGHWAY

PALATINE ILLINOIS

February 28, 2023

THE PROPERTY IS LOCATED AT 850 WEST NORTHWEST HIGHWAY, PALATINE, AND IS CURRENTLY A VACANT SERVICE STATION WITH EXISTING GAS PUMPS AND CANOPY IN PLACE. IT IS IMPROVED WITH A ONE STORY STURUCTURE WITH APPROXIMATELY 2,020 SQUARE FEET IN AREA. THE NORTHERN PORTION OF THE STRUCTURE HAS 3 SERVICE BAYS.

THE SITE IS RECTANGULAR AND CONSISTS OF 19,160 SQUARE FEET.

THE PROPERTY IS ZONED B-2 GENERAL BUSINESS WHICH ALLOWS A VARIETY OF USES INCUDING THE CURRENT GAS STATION USE. OTHER USES INCLUDE OFFICES OR GENERAL RETAIL.

PARKING REQUIREMENTS ARE ONE SPACE PER 300 SQUARE FEET FOR RETAIL OR ONE SPACE PER 110 SQUARE FEET FOR RESTAURANTS. OUR PLAN PROPOSED ADDITIONAL SURFACE PARKING FOR 10 SPACES.

OUR DEVELOPMENT CONSISTS OF RENOVATION TO THE EXISTING STRUCTURE INTO A C-STORE SERVING THE GAS CUSTOMER AND AN ADDITIONAL TENANT WHICH WOULD BE A MOBILE PHONE STORE SUCH AS AT&T OR VERIZON.

AS PART OF THE REDEVELOPMENT THE SITE WILL BE RECONFIGURED TO ADD PARKING, NEW LANDSCAPING, REPAIR THE CANOPY, NEW PUMPS AND NEW SIGNAGE PER PALATINE CODES.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

850 E. Northwest Highway – Project Narrative and Business Plan

Overview:

AZ SPE, LLC (the "Petitioner") intends to renovate the now-vacant building at 850 E. Northwest Highway that for several decades was operated as a gas station and auto repair / service station. The Petitioner is the owner of the site and vacant building. The Petitioner desires to renovate the interior and exterior façade of the building to convert the building into two leasable areas: (1) a gas station and small convenience mart; and (2) a retailer such as an AT&T or Verizon cell phone store. The renovations will not enlarge or alter the existing building footprint. In addition to the building renovations, the Petitioner proposes to add 10 parking spaces, provide a dumpster enclosure, and enhance the site landscaping.

The Petitioner seeks the following zoning approvals:

1. A special use of an "automobile service station and mart"[1] to operate a gas station and 1,053 sq. ft. convenience mart; and
2. Variations to side and rear building setbacks from the interior side and rear yards to legalize the existing building's location under the regulations of the Village of Palatine's current Zoning Ordinance (adopted in 1988, as amended).

Site and Building Location and History:

The property is in the B-2 General Business District. The property was platted in 1968 and the existing building was constructed around 1969-70. The single-story masonry building has approximately 2,591 sq. ft. of gross floor area and was constructed with office and retail areas and three service bays. A 24'-wide portion of the rear of the building was built to the side property line with a 0' building setback. Under the current Zoning Ordinance, the minimum side yard setback is 5'0". To the best of Petitioner's knowledge, the property had been continuously operated as a gas and service station from approximately 1970 until recently. The gas station operated under a canopy with 4 pumping stations and 8 fuel pumps.

Proposed Building and Site Improvements:

The Petitioner seeks to renovate the building in accordance with the Petitioner's plans and elevations[2] and improve the site in accordance with the Petitioner's site and landscape plans[3].

---

[1] "Automobile service station and mart; for disbursement of fossil fuels or other forms of energy or material that assists automobile movement and retail sale of other items without on-site consumption of food or repair" is a special use category for the B-2 General Business District. Sec. 11.03(d)(6). For the record, the Petitioner notes that the Zoning Ordinance separately defines "automobile service station" and "automobile mart" and that the Petitioner's proposed use of the Property is not inclusive of any automotive repair type services. Petitioner's proposed use of the Property is better aligned with the definition of "automobile mart" which is "Any building or premises used for dispensing, sale or offering for sale at retail any fossil fuels or other forms of energy that assists automobile movement, having pumps and storage tanks but no repair services; also offering for retail sale convenience items without on-site consumption of food."

[2] Plans, Sheet A1.1, and Elevations, Sheet A2.1, and Plans, prepared by WWA William Warman Architect dated 1/17/22.

[3] Site and Landscape Plan, Sheet C-1.0, and Refuse Area Plan and Details, Sheet C-2.0, prepared by Damas Consulting Group dated 12/7/22.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

The Petitioner proposes the following exterior building renovations and improvements:

a. Remove all 3 overhead garage doors. Enclose openings with new windows and door for the new 1,053 sq. ft. Retail "A" area (as depicted on the architectural plans, Sheet A1.1).
b. Replace all existing windows and door on west and south side for the new 1,053 sq. ft. Retail "C" area. Remove service door from the west side and add additional windows on the west side.
c. Extend existing roof line with 24" overhang.
d. Add new gable above Retail "A" doorway.
e. Repair roof as needed and provide new architectural shingle roofing.
f. Make repairs to masonry and existing foundation as needed.
g. Replace all underground fuel storage tanks.
h. Add 4 new pumping stations with 8 fuel pumps.
i. Repaint the building and the fueling island canopy structure.

The Petitioner proposes the following interior building renovations and improvements:

a. Divide the interior into two separate Retail "A" and Retail "C" leasable spaces, each 1,053 sq. ft. in area.
b. Provide new interior concrete slab in both Retail "A" and Retail "C" spaces.
c. Provide new ceiling tiles.
d. Provide single-stall unisex bathroom facilities in each retail space.
e. Provide electrical, plumbing and mechanical improvements to each retail space.

The Petitioner proposes the following site improvements:

a. Provide additional landscaping in existing landscape islands and along the property perimeter.[4]
b. Provide 10 striped parking spaces, inclusive of 1 handicap accessible space (with signage).[5]
c. Provide a masonry dumpster enclosure.[6]

The Petitioner and/or tenants will submit sign permit applications once tenant leases are signed.

Site lighting will not be changed. The site is illuminated by 5 light poles on the property and lighting under the 50' x 44' fuel island canopy.

The location of curb cuts and the access and circulation within the site will not be modified. The site has 3 existing points of ingress and egress onto Creekside Drive. Site circulation for parking is benefited by an access easement agreement over a 24' x 75' area on the neighboring property. The employees and patrons of the office building at 800 E. NW Highway continue to have access across the south 24' feet of the site.

[4] Landscaping of the parking lots is being provided to bring the site into conformance with Section (f) of the Palatine Zoning Ordinance. Quantities and locations are indicated on the Site and Landscape Plan, Sheet C-1.0.
[5] The minimum parking requirement for the building is 9 parking spaces per Section 7.03(a)(1) of the Palatine Zoning Ordinance. The Petitioner is providing 10 parking spaces for the 2,591 sq. ft. building. Parking for business and retail uses in the B-2 is provided at a rate of 1 space per 300 sq. ft. of gross floor area. 2,591/300 = 8.633. 9 parking spaces are required.
[6] See Refuse Area Plan and Details, Sheet C-2.0 for details of the enclosure.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Business Plan

The Petitioner will lease Retail "C" area to a gas station and convenience mart operator. The brand most likely will be either Mobile, Shell or BP. The Petitioner has experience leasing other properties to gas station and convenience mart operators. The expected hours of operation for the automobile mart are weekdays from 12:00 AM to 11:00 PM, and weekends from 6:00 AM to 10:00 PM. It is anticipated there will be 2 shifts, with 2 employees per shift (inclusive of a manager). Janitorial services will be provided on a rotating basis. The tenant operator will secure all permits and licenses from the State of Illinois required for operation of a gas station and for the sale of tobacco products.

The most likely tenant for Retail "A" is a convenience retailer such as T-Mobile or AT&T.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Table 3

VILLAGE OF PALATINE, ILLINOIS
Gas Station Redevelopment
PROJECT SUMMARY
Sources and Uses of Funds

USES:

	Costs	Total Costs	% of Total Cost
Gas Station / Convenience Store			
Property Acquisition Costs			
Entire Parcel	$800,000		
Total Property Acquisition Costs		$800,000	23.9%
Hard Costs			
Renovation Costs			
Renovate Base Building	$404,000		
Tenant Improvements	$60,000		
Demolition	$0		
Underground Storage Tank Removal	$50,000		
Computers and Computer Wiring	$78,000		
Landscaping	$25,000		
Subtotal		$617,000	
Site Work			
New Underground Storage Tanks	$600,000		
New Gasoline Pumps	$200,000		
Soil Extraction & Importation	$172,000		
Stormwater Detention & Comp Storage	$0		
Off Site (IDOT, Nicor, ComEd)	$0		
Sitework Contingency	$0		
Total Hard Costs		$1,589,000	47.5%
Soft Costs			
Legal	$10,000		
Zoning	$5,000		
Engineering/Architect	$35,000		
Survey	$3,000		
Village Permits	$3,000		
Testing	$5,000		
General Contractor Fee	$15,460		
General Contractor Insurance	$5,308		
General Conditions	$26,805		
Contingency Fee	$26,805		
Acquisition Fee	$0		
Landlord Leasing Commissions	$0		
Tenant Leasing Commissions	$0		
Financing Points	$0		
Loan Interest	$0		
Tile Insurance and Closing Costs	$0		
Sub-Total Soft Costs	$135,378	$135,378	4.0%
Subtotal Development Costs	**$2,341,378**		
Contingency Fees - 3%			
Contingency Fee	$70,241		
Developer Fee	$70,241		
Tax Consultant	$10,000		
Construction Management	$51,045		
Subtotal Contingency Fees	$201,528	$201,528	6.0%
TOTAL DEVELOPMENT COSTS (Land, Hard Costs, Soft Costs, and Contingency Fees)		**$3,342,906**	81.5%
TOTAL DEVELOPMENT COSTS (Land, Hard Costs, Soft Costs, and Contingency Fees)		**$3,342,906**	

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

PROJECT SUMMARY

Sources of Funds

SOURCES:

Without Financial Assistance		
Equity*	$1,000,000	30%
Debt	$2,342,906	67%
TOTAL SOURCES (W/O ASSISTANCE)	**$3,342,906**	96%
With Financial Assistance		
Equity	$1,000,000	30%
Debt	$2,225,650	67%
Cook County Class 7c Financial Assistance	$117,256	4%
TOTAL SOURCES (WITH ASSISTANCE)	**$3,342,906**	100%

*IRR analysis assumes 67% debt
and equity of 30%

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT D

Information Regarding the Applicant and Future Tenant

AZ SPE, LLC, an Illinois Liability Company, ("the Applicant") purchased the property located at 850 East Northwest Highway in Palatine, Illinois (02-24-106-007-0000) on July 5, 2017.

The Applicant is a single purpose entity and was formed on March 18, 2015. (Please refer to Exhibit A). AZ SPE, LLC is 100% owned by Khader Zahdan. The company was started by Ahmad Zahdan, Khader's father. AZ SPE, LLC owns and manages other commercial properties, including several gas stations and small retail centers.

The Applicant plans to rehabilitate the existing commercial structure to a new gas station as well as renovate and divide the existing space to allow for an additional commercial tenant.

As mentioned in Exhibit C, the Applicant expects to create three new permanent full -time jobs and four new permanent part-time jobs. There are also an expected twenty-five construction jobs to be created from this development.

The Applicant expects the development to take approximately 38 weeks to complete.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT E

Information Regarding Prior Occupant and Vacancy of the Subject

AZ SPE, LLC, an Illinois Liability Company, ("the Applicant") purchased the property located at 850 East Northwest Highway in Palatine, Illinois (02-24-106-007-0000) on July 5, 2017. The Applicant purchased the property from Hawthorn Properties, LLC.

Hawthorn Properties occupied the property as a Phillips 66 gas station, and it has been vacant since at least January 1, 2016.

Hawthorn Properties, LLC has no company website. However, according to the Illinois Secretary of State they are an active Limited Liability Company formed in 2015. Their principal office is located at 104 S US Route 51 in Forsyth, Illinois. Hawthorn Properties, LLC is managed by Harjinder Singh and Sandh Simaren.

Attached hereto are the following documents:

(1) Illinois Secretary of State LLC file detail report for Hawthorn Properties, LLC;
(2) Deed from December 17, 2010, from Hawthorn Properties, LLC's purchase of the property;
(3) Vacancy affidavits from the Applicant;
(4) General affidavits from the Applicant;
(5) Utility statement from the Village of Palatine; and
(6) Schedule E income tax filings.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT F

Statement on the Necessity of the Class 7c Tax Incentive and the Benefits of the Class 7c Tax Incentive to the Village of Palatine

AZ SPE, LLC, an Illinois Liability Company, ("the Applicant") purchased the property located at 850 East Northwest Highway in Palatine, Illinois (02-24-106-007-0000) on July 5, 2017. The Applicant purchased the property from Hawthorn Properties, LLC.

The total land area of the site is 19,140 square feet, and the site is improved with an existing commercial structure consisting of 2,020 square feet, which was last owned by Hawthorn Properties, LLC. Before AZ SPE, LLC purchased the property it formerly operated as a Phillips 66 gas station. The property has been vacant since at least January 1, 2016 (over six years) and is currently an eyesore for the Village of Palatine.

The Applicant plans to rehabilitate the existing commercial structure into a new gas station as well as divide the existing building space into a leasable area. One space would be for a small gas station convenience mart and the other for a retailer such as an AT&T or Verizon cell phone store.

As mentioned in Exhibit C, the Applicant expects to create three new permanent full -time jobs and four new permanent part-time jobs. There are also an expected twenty-five construction jobs to be created from this development.

The first few years of an operation are the most important with regard to financial feasibility, however, they are also the most costly, as they include planning and design fees, ramp-up costs (i.e. hiring and training employees, purchasing equipment, etc.) prior to revenue and expenses stabilizing. It is, therefore, critical that the property control one of its largest fixed costs in the first years of its operation.

Supporting a Class 7c Tax Incentive for the subject property will afford the Applicant the opportunity to grow its business while simultaneously allowing the Village to see further growth in its tax base. The new business proposed by the Applicant will improve the tax base, create additional employment opportunities, and increase economic activity in Palatine, on what has been a vacant parcel since 2016.

Without a Class 7c Tax Incentive the improvement will remain vacant and underutilized. During this time of vacancy, the property will likely continue to have difficulty attracting a tenant and generate less tax revenue than it would if the property were granted a Class 7c Tax Incentive. The attached breakdown reveals the effect of what the taxes could be with the Class 7c Tax Incentive as opposed to what they would look like if current conditions remained the same. By reviewing this breakdown, one can see that the overall taxes for this property with a Class 7c Tax Incentive, along with the investment to be added by the owner, should be greater than the taxes for this property if it remained unoccupied and underutilized.

Attached hereto are the following documents:

(1) Real estate tax analysis;
(2) Estimated property tax revenue; and
(3) Feasibility report from Melaniphy & Associates, Inc.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

EXHIBIT F (continued)

REAL ESTATE TAX ANALYSIS

PINs: 02-24-106-007-0000				
YEAR	CLASS	AV	EAV	RET
2015	5-23	172,259	459,673	$48,706.97
2016	5-23	81,263	227,796	$24,137.31
2017	5-23	81,448	241,306	$25,959.70
2018	5-23	81,633	237,625	$24,185.52
2019	5-23	95,458	278,356	$28,331.03
2020	5-23	83,615	243,821	$24,816.14
2021	5-23	83,649	251,173	$28,151.45

* Since becoming vacant, both the AV and EAV have decreased and remained relatively stagnant after the 2015 tax year

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

850 E. Northwest Hwy
Palatine, IL 60074
PIN: 02-24-106-007-0000

Estimated Taxes Based on:
Current CCAO Market Value at 100% vacant (without Class 7c Tax Incentive)
Compared to
Current Market Value + $ 617,000 in improvements (with Class 7c Tax Incentive)

				Estimated Taxes Without a Class 7c Tax Incentive in Place				Estimated Taxes With a Class 7c Tax Incentive in Place				
Tax Year	2021 Tax Rate	2021 Multiplier	Estimated Effective Tax Rate (2019 Effective Tax Rate with a 7.0% Increase)[1]	Estimated Market Value	Assessment Level (Without a Class 7c Tax Incentive in Place)	Assessment Based on the Foregoing	Estimated Taxes Based on the Foregoing	Year of Incentive[2]	Estimated Market Value	Assessment Level (With a Class 7c Tax Incentive in Place)	Assessment Based on the Foregoing	Estimate Taxes Bas on the Foregoir
2023	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	1st	$999,800	10.00%	$99,980	**$36,00**
2024	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	2nd	$999,800	10.00%	$99,980	**$36,00**
2025	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	3rd	$999,800	10.00%	$99,980	**$36,00**
2026	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	4th	$999,800	15.00%	$149,970	**$54,00**
2027	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	5th	$999,800	20.00%	$199,960	**$72,00**
2028	11.208%	3.0027	36.010%	$382,800	25.00%	$95,700	**$34,462**	Off	$999,800	25.00%	$249,950	**$90,00**
				Total Estimated Taxes (2021 to 2026)			**$206,770**		**Total Estimated Taxes (2021 to 2026)**			**$324,02**

Property Tax Revenue Generated from the the Property's Class 7c Tax Incentive:	**$117,256**

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Notes:

Note 1: The Effective Tax Rate (the 2021 tax rate x the 2021 multiplier) was increased by 7.0% to account for a possible increase in the Effective Tax Rate. This is the approximate average increase per year over the last decade. Please note that the Effective Tax Rate was only increased once, and does not account for increases per year in the Effective Tax Rate through tax year 2026.

Note 2: The above is based on the assumption that the Class 7c Tax Incentive for the subject property will be granted in tax year 2023.

The above estimates are speculative and should be treated as such.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

REAL ESTATE COUNSELORS | ECONOMISTS | MARKET ANALYSTS
SITE SELECTION SPECIALISTS | CONSULTANTS | INVESTMENT ADVISORS

John C. Melaniphy
President

email: jmelaniphyiii@melaniphy.com

March 1, 2023

Mr. Mike Jacobs
Community Development Director
Village of Palatine
200 E. Wood Street
Palatine, Illinois 60067

In re: 850 E. Northwest Highway
Preliminary Market Assessment
Redevelopment Feasibility
Palatine, Illinois

Dear Mr. Jacobs:

Our firm has conducted a *Preliminary Market Assessment* of the proposed renovation/redevelopment project proposed on the blighted vacant former gas and service station site at 850 E. Northwest Highway in Palatine. The Subject Site is located in the northwest quadrant of Northwest Highway (U.S. Route 14) and Creekside Drive. The developer envisions the renovation/redevelopment of the property into a productive use as a prototype gas station and convenience store. The project would not be undertaken "but for" the Cook County Class 7c incentive that is necessary for the redevelopment to be financially feasible. Melaniphy & Associates, Inc. has undertaken a preliminary evaluation of the overall economic viability of the project. The overall viability of the project is based upon the operator's sales productivity estimates for the project. We have examined the likely sales tax revenue to the Village of Palatine and the need for the Cook County Class 7c incentive to mitigate the extraordinary costs to redevelop this blighted former gas and service station. Our staff prepared a project proforma to determine the economic viability of the project with and without a Class 7c incentive.

The developer of the gas station and convenience store (AZ SPE, LLC.) is requesting a local Village of Palatine resolution approving a Cook County Class 7c incentive which will then require approval from the Cook County Board. AZ SPE, LLC. envisions a Cook County Class 7c incentive because of the extraordinary cost to redevelop the existing, former gas station and service facility. The property has been vacant for approximately five (5) years. The developer envisions the Cook County Class 7c incentive being paid over the five (5)-year duration of the program. The Class 7c incentive will assist in a reimbursement of the extraordinary costs to renovate/redevelop this blighted former gas and service station.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Based upon a variety of other market studies we have completed for other retail operations; we have concluded that market penetration rates have ranged widely. The market penetration rates are dependent upon the type of gas station and convenience store that enters the market, as well as, the number of fuel pumps. The brand (i.e. Shell, Mobil, Thornton's, or Speedway) is very important to the likely level of customer patronage. A very successful gas station and convenience store operation can draw customers from outside a conventional trade area with a strong brand, unique merchandise mix, and friendly customer service. The location in proximity to IL Route 53 adds to the geographic size of the trade area. A major facelift and change in the brand of the station can have a dramatic impact upon the market penetration and sale volume of the facility. The objective of the assignment was to prepare preliminary findings and confirm the level of sales productivity the proposed gas station and convenience store will generate in Palatine.

A. Sales Tax Revenues

We have evaluated the likely sales productivity and sales tax revenues of the project based upon the location. The Subject Property is located along Northwest Highway which had 2021 average annual daily traffic counts of 16,500 vehicles per day according to the Illinois Department of Transportation. IL Route 53 had average annual daily traffic counts of 103,600 vehicles per day. The facility is expected to generate approximately $4,452,000 in retail sales including the gas station, conveniences store, and retail space. Gasoline prices have fluctuated significantly over the last year since the war in Ukraine. Inflation was running above 9.0 percent last year. Core inflation was up 4.7 percent in January 2023. The gas station will generate sales of $3,240,000 or approximately 90,000 gallons per month. We have assumed a gas price of $3.00 per gallon. The 1,220-square-foot convenience store's sales will amount to approximately $600 per square foot or $732,000 in annual sales. The 800-square-foot retail space will be occupied by a cellular phone store, coffee shop or quick-service restaurant. We have estimated sales at approximately $480,000 or $600 per square foot. A cellular phone store could achieve a higher sales level of $800 to $1,000 per square foot. **Table 1** presents the sales tax revenue forecasts for the project. **Table 2** presents Palatine's retail sales by major retail category from 2012 to 2021. The automotive and filling stations category in Palatine generated 2021 sales of over $280 million in 2021.

B. Property Tax Revenues

The Class 7c application was completed by the developer (AZ SPE, LLC.) and Fanning Law, LLC. They have estimated the annual property taxes with and without a Cook County Class 7c incentive. This includes the annual property taxes as a result of the $617,000 in hard cost reinvestment in this vacant, blighted property. The property taxes in 2021 amounted to $28,151.47. The first installment in 2022 was $15,483.31 or 55.0 percent of the taxes in 2021. The developer plans to invest approximately $617,000 in hard costs into the property. The property taxes will rise from the roughly $206,770 over five years

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

($34,462*5=$206,770) to approximately $324,026 over five years following the redevelopment/renovations. The property tax revenue generated as a result of the project moving forward with a Class 7c amounts to an estimated $117,256.

C. Economic Viability

Our staff prepared the preliminary IRR analysis and project proforma to determine the economic viability of the project with and without the Cook County Class 7c property tax incentive over the five-year duration of the incentive. The project would not be undertaken "but for" the Cook County Class 7c. **Table 3** presents the sources and uses of funds including the hard and soft costs for the renovation/redevelopment. **Table 4** presents the preliminary IRR analysis and project proforma for the proposed redevelopment with the Class 7c incentive. The Cook County Class 7c incentive assists in mitigating the extraordinary costs to redevelop the property. The developer is planning 617,000 in hard costs to renovate/redevelop the property. The IRR is estimated at 12.60 percent with the Class 7c incentive. This level of return is slightly below the 15 percent IRR level most developers expect to achieve. **Table 5** presents the IRR without the Class 7c. The IRR is even lower without the Class 7c incentive estimated at only 9.05 percent. The project will not be undertaken without the Class 7c incentive.

The Subject Property is a "textbook" example of the type of project designed for the Class 7c program since it has been a blighted underutilized property that has been vacant for at least five years. It is unlikely the property would be renovated/redeveloped without some form of assistance from the Village. Our *Preliminary Market Assessment* has concluded the project is economically viable and will provide a stream of sales and property tax revenue to the Village of Palatine. Currently, the Subject Property is generating below market property tax revenues and no sales tax revenues to the Village of Palatine.

We sincerely appreciate the opportunity to assist the Village of Palatine in their consideration of the Class 7c incentive for the property.

Respectfully submitted,

MELANIPHY & ASSOCIATES INC

John C. Melaniphy
President

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Table 1

Sales Tax Revenue Projections
850 E. Northwest Highway

Land Use	Square Feet	Sales PSF	Total Sales	Price Per Gallon	Total Sales	Municipal Tax 1.0%	Home Rule Tax 1.0 %	Motor Fuel Tax	Tax per Gallon	Total MFT	Total Taxes
Convenience Store	1,220	$600	$732,000		$732,000	$7,320	$7,320				$14,640
Retail Space	800	$600	$480,000		$480,000	$4,800	$4,800				$9,600
	Gallons per month	Months	Annual Gallons	Price Per Gallon	Total Sales	Munical Tax 1.0%	Home Rule Tax 1.0%	Gallons	MFT	Taxes	
Gas Station	90,000	12	1,080,000	$3	$3,240,000	$32,400	$32,400	1,080,000	$0.04	$43,200	$43,200
TOTAL					$4,452,000	$44,520	$44,520			$43,200	$67,440

Source: Melaniphy Associates, Inc.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Table 2

Retail Sales By Major Retail Category
Village of Palatine
2012- 2021

Palatine

Retail Category	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
General Merchandise	$98,908,244.00	$85,468,894	$88,799,803	$91,395,083	$87,501,131	$89,510,183	$88,730,557	$88,188,991	$86,977,862	$87,028,040
Food	$142,688,153.00	$150,488,891	$137,876,615	$137,744,500	$136,207,951	$136,067,379	$141,065,528	$144,834,818	$155,123,474	$167,042,860
Drinking and Eating Places	$95,278,349.00	$82,750,345	$92,137,739	$91,275,249	$86,351,131	$84,491,316	$81,110,031	$77,077,705	$72,181,501	$73,211,589
Apparel	$6,538,949.00	$3,590,549	$5,716,978	$5,543,634	$5,815,415	$5,760,519	$3,632,063	$2,729,418	$3,687,480	$4,208,312
Furniture & H.H. & Radio	$6,841,915.00	$4,179,493	$4,060,452	$4,831,019	$4,615,944	$4,969,276	$10,154,597	$10,017,342	$10,421,988	$10,082,809
Lumber, Bldg, Hardware	$63,294,402.00	$59,420,524	$55,428,655	$53,100,664	$52,891,636	$51,953,057	$51,969,964	$51,426,803	$48,187,242	$45,246,420
Automotive & Filling Stations	$280,239,152.00	$227,179,586	$207,835,253	$206,376,380	$242,450,749	$256,270,042	$291,285,364	$324,346,468	$271,880,196	$251,925,590
Drugs & Misc. Retail	$338,643,592.00	$195,378,183	$185,017,475	$168,962,753	$133,119,263	$120,874,926	$114,865,613	$113,778,837	$105,246,498	$99,543,620
Agriculture & All Others	$52,575,721.00	$28,586,393	$35,253,303	$50,474,427	$35,230,775	$37,830,560	$49,030,477	$50,537,553	$44,195,453	$40,369,058
Manufacturers	$22,748,583.00	$18,515,982	$11,110,234	$12,141,452	$4,355,315	$14,959,150	$9,522,778	$13,224,292	$14,885,825	$13,276,749
Totals	$1,107,928,942.00	$855,558,840	$823,236,507	$821,845,161	$788,539,310	$802,686,408	$841,366,972	$876,162,227	$812,787,519	$791,935,047

Souce: Illinois Department of Revenue Standard Industrial Classification Reports and Melaniphy & Associates, Inc.

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Table 3

VILLAGE OF PALATINE, ILLINOIS
Gas Station Redevelopment
PROJECT SUMMARY
Sources and Uses of Funds

USES:

	Costs	Total Costs	% of Total Cost
Gas Station / Convenience Store			
Property Acquisition Costs			
Entire Parcel	$800,000		
Total Property Acquisition Costs		$800,000	23.9%
Hard Costs			
Renovation Costs			
Renovate Base Building	$404,000		
Tenant Improvements	$60,000		
Demolition	$0		
Underground Storage Tank Removal	$50,000		
Computers and Computer Wiring	$78,000		
Landscaping	$25,000		
Subtotal		$617,000	
Site Work			
New Underground Storage Tanks	$600,000		
New Gasoline Pumps	$200,000		
Soil Extraction & Importation	$172,000		
Stormwater Detention & Comp Storage	$0		
Off Site (IDOT, Nicor, ComEd)	$0		
Sitework Contingency	$0		
Total Hard Costs		$1,589,000	47.5%
Soft Costs			
Legal	$10,000		
Zoning	$5,000		
Engineering/Architect	$35,000		
Survey	$3,000		
Village Permits	$3,000		
Testing	$5,000		
General Contractor Fee	$15,460		
General Contractor Insurance	$5,308		
General Conditions	$26,805		
Contingency Fee	$26,805		
Acquisition Fee	$0		
Landlord Leasing Commissions	$0		
Tenant Leasing Commissions	$0		
Financing Points	$0		
Loan Interest	$0		
Tile Insurance and Closing Costs	$0		
Sub-Total Soft Costs	$135,378	$135,378	4.0%
Subtotal Development Costs	**$2,341,378**		
Contingency Fees - 3%			
Contingency Fee	$70,241		
Developer Fee	$70,241		
Tax Consultant	$10,000		
Construction Management	$51,045		
Subtotal Contingency Fees	$201,528	$201,528	6.0%
TOTAL DEVELOPMENT COSTS (Land, Hard Costs, Soft Costs, and Contingency Fees)		**$3,342,906**	81.5%
TOTAL DEVELOPMENT COSTS (Land, Hard Costs, Soft Costs, and Contingency Fees)		**$3,342,906**	

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

PROJECT SUMMARY
Sources of Funds

SOURCES:

Without Financial Assistance		
Equity*	$1,000,000	30%
Debt	$2,342,906	67%
TOTAL SOURCES (W/O ASSISTANCE)	**$3,342,906**	96%
With Financial Assistance		
Equity	$1,000,000	30%
Debt	$2,225,650	67%
Cook County Class 7c Financial Assistance	$117,256	4%
TOTAL SOURCES (WITH ASSISTANCE)	**$3,342,906**	100%

*IRR analysis assumes 67% debt and equity of 30%

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Village of Palatine, Illinois
Preliminary

Assumptions With Public Financial Assistance (Leveraged Return)

Total Investment	3,342,906
Cook County Class 7c Incentive	0
Loan	2,225,650
Loan Term	20 years
Loan Rate (Long Term)	7.00%
Equity	1,000,000

Project Description
Retail 2,020 sq ft

Retail Revenue Assumptions
Retail $199,580.00 (Total Annual Stabilized - 2025)
$23.00 (Avg /Sq Ft)

Retail Assumptions
Vacancy 5.50%
Annual Retail Lease Escalation 2.00%

Year	Retail Rental Income	Other Income	Less Vacancy & Collection	Non-Rec Operating Expenses	Landlord Expenses	Total Net Retail Revenues	Net Sale Proceeds	Class 7c Incentive	Net Revenues Available For Debt Service	Debt Service	NOI	IRR Calculation NOI	Add Residual	Principal	Interest	Principal Balance
2022	0	0	0	0	0	0	0		0	0	0	(750,000)	(750,000)	0	0	0
2023	0	0	0	0	0	0	0		0	0	0	(250,000)	(250,000)	0	0	2,225,650
2024	199,580	0	(10,977)	0	8,050	196,653	0	54,004	250,657	210,086	40,572	40,572	40,572	54,290	155,795	2,171,360
2025	203,572	0	(11,196)	0	8,211	200,586	0	54,004	254,590	210,086	44,505	44,505	44,505	58,090	151,995	2,113,269
2026	207,643	0	(11,420)	0	8,375	204,598	0	54,004	258,602	210,086	48,516	48,516	48,516	62,157	147,929	2,051,112
2027	211,796	0	(11,649)	0	8,543	208,690	0	54,004	262,694	210,086	52,608	52,608	52,608	66,508	143,578	1,984,605
2028	216,032	0	(11,882)	0	8,714	212,864	0	36,003	248,867	210,086	38,781	38,781	38,781	71,163	138,922	1,913,441
2029	220,352	0	(12,119)	0	8,888	217,121	0	18,001	235,122	210,086	25,036	25,036	25,036	76,145	133,941	1,837,297
2030	224,759	0	(12,362)	0	9,066	221,463	0		221,463	210,086	11,378	11,378	11,378	81,475	128,611	1,755,822
2031	229,255	0	(12,609)	0	9,247	225,893	2,356,351		2,582,244	210,086	2,372,158	2,372,158	2,372,158	87,178	122,908	1,668,644

IRR analysis:

Assumptions				IRR Calculation	12.60%
Cap Rate (Retail)	5.50%	Sales Price	4,107,138		
		Less			
		Sale Costs	82,143		
		Mortgage	1,668,644		
		Net Sale Proceeds	2,356,351		

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

Village of Palatine, Illinois
Preliminary

Assumptions Without Public Financial Assistance (Leveraged Return)

Financing Assumptions

Total Investment	3,342,906
Loan	2,342,906
Loan Term	20 years
Loan Rate (Long Term)	7.00%
Equity	1,000,000

Project Description

Retail	2,020 sq ft

Retail Revenue Assumptions

Retail	$199,580 (Total Annual Stabilized - 2025)
	$23.00 (Avg /Sq Ft)

Retail Assumptions

Vacancy	5.50%
Annual Retail Lease Escalation	2.00%

Year	Retail Rental Income	Other Income	Less Vacancy & Collection	Non-Rec Operating Expenses	Landlord Expenses	Total Net Retail Revenues	Net Sale Proceeds	Class 7c Incentive	Net Revenues Available For Debt Service	Debt Service	NOI	IRR Calculation NOI	Add Residual	Principal	Interest	Principal Balance
2022	0	0	0	0	0	0	0		0	0	0	(750,000)	(750,000)	0	0	0
2023	0	0	0	0	0	0	0		0	0	0	(250,000)	(250,000)	0	0	2,342,906
2024	199,580	0	(10,977)	0	8,050	196,653	0		196,653	221,154	(24,501)	(24,501)	(24,501)	57,150	164,003	2,285,755
2025	203,572	0	(11,196)	0	8,211	200,586	0		200,586	221,154	(20,568)	(20,568)	(20,568)	61,151	160,003	2,224,605
2026	207,643	0	(11,420)	0	8,375	204,598	0		204,598	221,154	(16,556)	(16,556)	(16,556)	65,431	155,722	2,159,173
2027	211,796	0	(11,649)	0	8,543	208,690	0		208,690	221,154	(12,464)	(12,464)	(12,464)	70,012	151,142	2,089,161
2028	216,032	0	(11,882)	0	8,714	212,864	0		212,864	221,154	(8,290)	(8,290)	(8,290)	74,912	146,241	2,014,249
2029	220,352	0	(12,119)	0	8,888	217,121	0		217,121	221,154	(4,033)	(4,033)	(4,033)	80,156	140,997	1,934,093
2030	224,759	0	(12,362)	0	9,066	221,463	0		221,463	221,154	310	310	310	85,767	135,386	1,848,326
2031	229,255	0	(12,609)	0	9,247	225,893	2,268,441		2,494,333	221,154	2,273,180	2,273,180	2,273,180	91,771	129,383	1,756,555

IRR analysis:

Assumptions

Cap Rate (Retail)	5.50%	Sales Price	4,107,138	IRR Calculation	9.05%
		Less			
		Sale Costs	82,143		
		Mortgage	1,756,555		
		Net Sale Proceeds	2,268,441		

Attachment: Cook County 7c Application (850 E Northwest Hwy - 7c Request Gas Station)

COOK ASSESSOR
JOSEPH BERRIOS

COOK COUNTY ASSESSOR'S OFFICE
118 NORTH CLARK STREET, CHICAGO, IL 60602
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CLASS 7c
ELIGIBILITY BULLETIN

The Class 7c Incentive and Its Benefits

The Class 7c Incentive – Commercial Urban Relief Eligibility (CURE) of the Cook County Real Property Assessment Classification Ordinance ("Ordinance") is intended to encourage commercial projects which would not be economically feasible without assistance. The five-year (5) incentive applies to all newly constructed buildings or other structures, including the land upon which they are situated; the utilization of vacant structures abandoned for at least twelve (12) months, including the land upon which they are situated; or all buildings and other structures which are substantially rehabilitated to the extent such rehabilitation has added to their value, including qualified land related to the rehabilitation.

Projects which qualify for the Class 7c incentive will receive a reduced assessment level of ten percent (10%) of fair market value for the first three years, fifteen percent (15%) for the fourth year and twenty percent (20%) for the fifth year. Without this incentive, commercial property would normally be assessed at twenty-five percent (25%) of its market value.

The Class 7c incentive is available to "real estate used primarily for commercial purposes", which is defined in the Ordinance as:

> "Any real estate used primarily for buying and selling of goods and services, or for otherwise providing goods and services, including any real estate used for hotel and motel purposes." [74-62]

Where projects qualify for the incentive as new construction or reoccupied abandoned property, the incentive will apply to them in their entirety, including the land upon which they are located. For projects involving substantial rehabilitation of existing structures, the incentive applies to the added value which is attributable to the rehabilitation and to the land, if vertical or horizontal square footage has been added, in such proportion as the square footage added by the rehabilitation bears to the total square footage of the improvements on the parcel. ***(Please note that the additional value attributable to the rehabilitation for assessment purposes is likely to be lower than the actual amount spent on the rehabilitation.)*** The reduced assessment continues for five years from the date that the new construction or substantial rehabilitation is completed and substantial occupied or, in the case of abandoned property, from the date of substantial reoccupation.

Under the Ordinance, "abandoned property" qualifies if it consists of:

> "Buildings and other structures that, after having been vacant and unused for at least 12 continuous months."

Abandonment for twelve (12) consecutive months may be evidenced by utility bills, Internal Revenue Service statements, certified business statements, and records of building code violations. Proof of re-

Attachment: Cook County 7C Bulletin (850 E Northwest Hwy - 7c Request Gas Station)

occupancy may be evidenced by sworn statements from persons with knowledge, occupancy permits and utility statements.

Eligibility Requirements
The four (4) mandatory eligibility factors of the Ordinance are as follows:

1. Real Estate Tax Analysis:

That the Property's (the real estate that is subject of the Incentive application) Assessed Value, Equalized Assessed Value or Real Estate taxes for three of the last six years, have declined or remained stagnant due to the depressed condition;

2. Viability and Timeliness:

There is a reasonable expectation that the development, re-development or rehabilitation of the commercial development project is viable and likely to go forward on a reasonably timely basis if granted Class 7c designation and will therefore result in the economic enhancement of the property. Therefore, submitted evidence of economic viability and timely completion of the project should be relevant and specific in addressing the following points:

A. New Construction and Rehabilitation Incentive

i) **Construction Documentation:** architectural exhibits and building plans; site plans demonstrating the relationship of the proposed development to its private and public surroundings including open spaces, service areas, driveways, parking areas, walks and adjacent streets, sidewalks and buildings; a description of structures to be demolished and of buildings to be rehabilitated or reoccupied. The applicant must provide a development schedule which at least includes the starting date of construction, the projected completion of construction and the projected date for occupancy.

ii) **Financial Documentation:** Income Tax Statements for the last three (3) years, including Schedule E's and/or recent appraisals. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.

iii) **Owners, Developers, Prime Tenants and other Interested Parties: The** business experience and financial strength of the participants is important to the project's viability. The applicant should therefore provide sufficiently detailed information about the developers, owners, prime tenants, and any other interested parties, including their names and addresses. Information about owners must include all general and limited partners and beneficiaries of a land trust. Any material, legal or tax liabilities, which might affect the project's viability must be disclosed.

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B. Vacancy Incentive:

i. **Evidence of Vacancy:** The development must be vacant for 12 months or more.

ii. **Evidence of Marketing:** Documents evidencing that the property was marketed for 6 months or more.

iii. **Financial Documentation**: Income Tax Statements for the last three (3) years, including Schedule E's and/or recent appraisals. A description of any lawful, participation agreement between the developer and any taxing districts for the sharing of future profits should also be included.

3. Assistance and Necessity:

Certification of the commercial development project for Class 7c designation will:

A. "But For" Certification: The Incentive materially assists development, redevelopment or rehabilitation of the property and the commercial development property would not go forward without the full Incentive offered under Class 7c.

B. Condition Subsequent Certification: Be economically feasible when the incentive expires.

4. Increased Tax Revenue and Employment:

Certification of the commercial development project for Class 7c designation is reasonably expected to ultimately result in an increase in real property tax revenue and employment opportunities of the property. The applicant must supply a statistical analysis projecting the added real estate tax revenue and employment which will result from the development, with and without the incentive. Employment figures should be categorized to show projections for new full and part-time employment and for temporary construction employment.

Application Procedures

An Eligibility Application for Class 7c, accompanied by supporting documentation, must be submitted to the Assessor and the Bureau of Economic Development prior to the commencement of construction, rehabilitation or reoccupation. At the time of filing the application, a filing fee of $500.00 must be paid.

The Application must include a resolution or ordinance from the municipality where the real estate is located or from the Cook County Board of Commissioners if the real estate is located in an unincorporated area.

The resolution or ordinance must expressly state that the municipality has reviewed the Incentive Classification Initial Questionnaire (IC - IQ), and that the four eligibility factors which must be present to demonstrate that the area is "in need of commercial development" are satisfied and that the municipality consents to and supports the Application.

To be eligible for a Certificate of Error (when applicable), the municipal resolution must explicitly state that they are in support of its issuance.

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Where EDAC fails to return a finding stating whether the conditions of Subsection (a)(1) to (a)(4) of the ordinance are present within 30 days, and upon further application of the requesting party to the Assessor's Office, the Assessor may conduct its own review of the application, supporting data and facts and may certify the commercial development for incentive classification and grant the incentive.

During the term of the incentive, the Class 7c recipient must file an annual affidavit attesting to the use of the property and the number of workers employed at the Class 7c site. The affidavit must be verified and returned to the Assessor within twenty-one (21) days. Failure to file the triennial report within that time will result in the loss of the incentive.

Class 7c classification may be renewed during the last year in which a property is entitled to a 10% assessment level or when the incentive is still applied at the 15% or 20% assessment level. A renewal application must be filed, along with a certified copy of a resolution or ordinance adopted by the municipality in which the real estate is located (or by the County Board, if the property is located in an unincorporated area of Cook County). The resolution or ordinance must expressly state that the municipality or County, as the case may be, supports and consents to the renewal of the Class 7c incentive and that it has determined that use of the property is necessary and beneficial to the local economy. The notice of intent to request a renewal will be submitted to the Bureau of Economic Development. The owners must notify the Bureau of Economic Development of their intent to request this renewal prior to their requesting a resolution or ordinance from the municipality or County Board. An additional resolution will be required from the Economic Development Advisory Committee (EDAC). The number of renewal period requests is limited to one.

Please note that the incentive is cancellable by the taxpayer and revocable by the Assessor's Office, the Cook County Board or by the Municipality as provided by Ordinance. If the incentive is canceled or revoked, the taxpayer is required to pay back the savings, which is the difference between the incentive class and the classification the property would have been without the incentive, for the tax year that the cancellation or revocation occurred.

Attachment: Cook County 7C Bulletin (850 E Northwest Hwy - 7c Request Gas Station)

Consider a Motion Approving an Agreement with Peralte-Clark LLC for Engineering Services for Phase I of the Smith and Colfax Drainage Improvements

BACKGROUND:
Flooding occurs at the intersection of Smith Street and Colfax Street periodically, usually multiple times each year. Engineering analysis and field observations determined this flooding is due to insufficient storm sewers draining the intersection. The Village conducted a preliminary drainage investigation with Peralte-Clark and reported our findings to the Metropolitan Water Reclamation District (MWRD), who has jurisdiction over stormwater discharges to Salt Creek and owns Reimer Reservoir. These findings were also reviewed with the National Resource Conservation Service (NRCS), a federal agency who participated in the initial construction of the reservoir and must concur with any future alterations to the facility.

The MWRD and the NRCS were initially receptive to the Village's preferred improvement to the intersection which would install a relief sewer directing flows from Smith and Colfax to the Reimer Reservoir. As part of the proposal, the Village would compensate for the added storage by reshaping and expanding volume of the reservoir. An independent pump station would also remove water added to the reservoir. This pump station would allow for the existing storage of the reservoir to be available when creek flows would utilize the reservoir to control downstream flooding.

KEY ISSUES:
- More than 2,000 man-hours of specialized professional services are expected to perform the hydraulic modeling, preliminary design components and technical materials needed to finalize detailed conditions of approval with the Metropolitan Water Reclamation District.
- Detailed hydraulic studies, detention calculations, evaluations of utility relocations to accommodate the changes to the reservoir and the route to the reservoir, conceptual design of a railroad crossing, and a lift station design concept are major components of the engineering work.
- Modeling downstream conditions and benefiting properties are potential requirements to be supplemented in the future with this planned work.
- The MWRD reviewed the scope of work and indicated their general concurrence of the scope necessary to consider approval of detailed engineering and fully condition the use of their facility after review from their legal, maintenance and operational needs.

ALTERNATIVES:

1. Approve the Phase I Preliminary Engineering Proposal.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of the Phase I Preliminary Engineering Proposal with Peralte-Clark LLC be approved.

BUDGET IMPACT: This proposal would be fully funded from the downtown tax

increment financing (TIF) fund.

ACTION REQUIRED:
Motion to approve the Agreement with Peralte-Clark LLC for engineering services for Phase I of the Smith and Colfax Drainage Improvements in the amount of $354,960.

ATTACHMENTS:

- 2023-03-06 P-C Smith and Colfax Proposal

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

VILLAGE OF
PALATINE
Est. 1866

Village of Palatine, Illinois
Smith Street and Colfax Street Drainage Improvements
Feasibility Study of a New Sewer Interceptor and Storage Capacity and Lift Station Improvements to Riemer Reservoir
Scope and Fee Proposal

March 6th, 2023

Peralte-Clark LLC
44 South Vail Avenue, Suite 201
Arlington Heights, Illinois 60005
Phone: 847-485-8069
www.peralte-clark.com

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Peralte-Clark LLC

Scope of Work
Village of Palatine, Illinois
Smith Street and Colfax Street Drainage Improvements

Feasibility Study of a New Sewer Interceptor and Storage Capacity
and Lift Station Improvements to Riemer Reservoir

Project Understanding

The Village has selected Peralte-Clark, LLC to prepare a feasibility study for a new sewer interceptor and storage capacity and lift station improvements to Riemer Reservoir to alleviate localized flooding problems at the intersection of Smith Street and Colfax Street in Palatine, IL.

This intersection has experienced inundation during storm events for many years. Flooding occurs both at the intersection and in the adjacent parking lot at the southeast corner of the intersection. Flooding typically occurs for short durations and then subsides. Parked vehicles in the parking lot have been damaged because of the depth of flood waters at this location.

The Village previously hired a consultant in 2015 to study the causes of the flooding and make recommendations for improvements to reduce flood risk at this location. The study determined that the flooding was due to inadequate storm sewer pipe capacity. The upstream tributary area to this intersection drains approximately 150 acres and the total watershed at the discharge to Salt Creek is approximately 400 acres. The study watershed and storm sewer modeling confirmed that the existing system surcharges when rainfall events exceed the 3-month storm event, based on Bulletin 70 rainfall data. Key members of the P-C staff proposed for this project oversaw the original study and witnessed surcharge and flooding firsthand at this intersection during a thunderstorm event while performing the initial site visit at the onset of the 2015 study.

Several proposed drainage concept alternatives were identified in the study to reduce the frequency of flooding experienced at the intersection of Smith Street and Colfax Street. These included:

- Alternative 1A – Increased Sewer Sizes to Salt Creek
- Alternative 1B – New Sewer to MWRDGC Riemer Reservoir
- Alternative 2A – Detention at Parking Lot in Southeast Quadrant of Smith St and Colfax St
- Alternative 2B – Detention at Kiss and Ride Drop-off in Front of Metra Station
- Alternative 2C – Detention at Parking Lot at 150 W. Wilson St
- Alternative 2D – Detention at Parking Lot east of Smith St between Wilson St and Slade St
- Alternative 2E – Detention at Towne Square Park at Smith St and Palatine Rd
- Alternative 3 – Pipe Detention at Various Locations
- Alternative 4 – Do Nothing

The 2015 study recommended Alternative 4, the “Do Nothing” alternative as the preferred alternative for to the following reasons:

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

1. Concern for increased flood frequency downstream of the outfall at Salt Creek and high cost to construct Alternative 1A. Several building structures (residential homes) are located within the floodplain/floodway downstream of this outfall. These structures experience recurring flooding and are sensitive receptors to additional flows. Increasing flows to Salt Creek just upstream of these sensitive receptors could increase the flood risk for these properties. For that reason, this alternative was dismissed.
2. Low flood protection benefits and high cost associated with Alternatives 2A through 2E.
3. Low flood protection benefits associated with Alternative 3.

Alternative 1B was determined to have the greatest benefit for flood protection based on anticipated costs and feasibility. However, this alternative was not recommended at that time since the cost estimate for this alternative significantly exceeded the Village's budget for drainage improvements. Additionally, it was unknown if the NRCS or MWRDGC would object to the use of the basin to alleviate flooding at the intersection. Since 2015, the Village has corresponded with both the NRCS and MWRDGC to solicit input regarding this alternative. Both agencies have indicated that the project is potentially feasible and has merit. Most recently, the Village and P-C staff met with the MWRDGC in October of 2022 to discuss the project and anticipated design approach and project constraints.

Hence, this study will further evaluate the feasibility and anticipated costs for Alternative 1B. Concept sewer alignments, profiles, pipe sizes, preliminary reservoir grading plans, and preliminary pump station modification and/or construction plans will be prepared as part of this study. Alternatives for 2, 5, 10, 25, 50 and 100-year storm events will be developed. ISWS Bulletin 75, Precipitation Frequency Study for Illinois (published March 2020) rainfall data will be utilized for the storm sewer and detention analysis. As a part of the feasibility study, we anticipate the following will be studied:

1. Investigate the preferred alignment (horizontal and vertical) to construct a new gravity interceptor sewer from the intersection of Smith St and Colfax St to Riemer Reservoir.
2. Evaluate the feasibility of providing additional detention storage capacity at Riemer Reservoir to meet the required detention storage needs for the diverted flows from Smith St and Colfax St to the enlarged basin for a preferred design storm event. At this time, it has not been determined what design storm will be used to design infrastructure elements to provide flood protection at the intersection.
3. Identify and coordinate required improvements to the existing MWRDGC pump station with MWRDGC staff.
4. Determine type, size and location of a new pump station equipment capable of handling more frequent, intermittent flows from this new interceptor sewer. This work will include the size and location of any new pump houses and the preliminary design and coordination of associated utilities required to construct this new facility. This pump station is anticipated to operate automatically using a Supervisory Control and Data Acquisition (SCADA) computer system to remotely monitor and control operations of the new stormwater lift station.
5. Evaluate potential Village storm, sanitary, and watermain and private utility relocation work necessary to facilitate construction of the improvements. Utility information will be obtained using a combination of JULIE design locate information and atlas and record information.
6. Recommend a design storm event to be used for the design of the interceptor sewer and associated detention basin storage requirements to balance the needs of flood protection at the Smith St and Colfax St intersection with anticipated costs and design feasibility.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

7. Coordination with project stakeholders including the MWRDGC, NRCS, Village of Palatine Park District, Union Pacific, Metra, utility companies and others will be required.

Available Study Information

The Village has an existing GIS system which will be used in conjunction with supplemental survey data to provide a base model for evaluating this alternative. It is expected that a 3D model of this existing ground surface can be provided to aid in the development of the concept study plan documents. The Village also has one- and two-feet contour maps of the surrounding areas which will be used in conjunction with the Village's sewer atlases as the basis for determining watershed delineations and runoff calculations to be used in the model.

Storm sewer hydraulic performance was analyzed in the 2015 study using the Bentley Systems StormCAD V8i software program. It is anticipated that the Village will provide a copy of the StormCAD model that was developed in 2015 as well as any MicroStation CAD files that were obtained as part of this study.

The study limits will encompass the watershed identified in the 2015 study. An analysis of the redirection or diversion of stormwater flows from other areas of the Village to the Riemer Reservoir is not anticipated.

The approved FEMA FIS for Salt Creek will be used as the basis for determining tailwater conditions for storm sewer and pump station performance analysis. The Village will provide P-C with copies of the original engineering drawings, calculations and permits (if available) for land development and roadway construction within the project study limits. Additionally, the Village will provide P-C GIS sewer atlases and contour mapping where available.

Scope of Work

The scope of work to be completed as part of this project shall include:

1) Data Collection and Evaluation
   a) Within the defined project study area, P-C will collect and evaluate data from the Village of Palatine, Illinois Department of Transportation (Palatine Road), Metropolitan Water Reclamation District of Greater Chicago, Natural Resource Conservation Service, Cook County Department of Transportation and Highways (Quentin Road) and Palatine Park District, including the following:
      i) Historical roadway construction plans from Village of Palatine for Smith Street, Colfax Street, Wood Street, and Greeley Street.
      ii) Historical roadway construction plans from Illinois Department of Transportation and/or the Village of Palatine for Palatine Road.
      iii) Historical roadway construction plans from Cook County Department of Transportation and Highways and/or the Village of Palatine for Quentin Road.
      iv) Historical site development construction plans for the construction of the Palatine Commuter Parking Garage and Gateway Development at the southwest corner of Smith St. and Colfax St.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

v) Obtain from Village of Palatine Geographic Information Systems (GIS) information including utility atlas information, 3D topographic models, existing ground elevation information (1' contours preferred) and aerial base imagery.
vi) Obtain from Village of Palatine plans for anticipated Palatine Road widening between Quentin Rd and Smith Street. Provide any Phase I (and Phase II) information currently available.
vii) Obtain from MWRD all applicable stormwater permits and original studies showing hydrologic and hydraulic calculations and stormwater management facilities which impact the study area.
viii) Obtain from Village of Palatine all applicable existing and proposed development plans and permits showing hydrologic and hydraulic calculations and stormwater management facilities which impact the study area.
ix) Obtain from Village of Palatine historical rainfall data corresponding with past flooding events.
x) Obtain from JULIE a design locate for all utilities within the project study limits.
xi) Identify the need for supplemental land surveying data needs on critical storm sewer elements and overland flow locations and coordinate data gathering efforts with Village of Palatine Engineering staff.
xii) Coordinate sewer televising efforts with Village of Palatine staff, if needed.
xiii) Obtain from MWRD record drawings of the existing pump station, reservoir, and outlet works at the Reimer Reservoir facility.
xiv) Obtain from MWRD the annual pump station maintenance plan for the Reimer Reservoir pump station.
xv) Obtain from MWRD existing pump curves and discharge flow data from the Reimer Reservoir pump station.
xvi) Obtain from MWRD existing electrical service information including size, rating, and most recent monthly energy bill during for months when station is inactive as well as months when station is active.
xvii) Obtain from Village of Palatine or other agency, the closest available stream gauge data downstream of pump discharge.

b) Review of available maps (USGS, FEMA, USACE, etc.).
c) Analyze existing data by evaluating the data received for potential impacts and relevance to the project.
d) Determine existing data deficiencies by evaluating the data received to identify locations where there is insufficient information available to perform the study.
e) Site Visits
   i) P-C anticipates three trips to the project site to collect additional data and photographs and to observe potential design problems and issues.
   ii) A photograph log will be prepared for all relevant photos taken of the project site.

2) Base Map Preparation
   a) Prepare base exhibits for use in the project study. (1"=100' scale – 11"x17" format)
   b) Exhibits will be prepared in Bentley MicroStation format.
   c) Preparation will include the incorporation of survey data, base GIS data and utility information obtained in the Data Collection phase.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

3) 2015 Study Hydrologic Calculation Updates
   a) Hydrologic methods and software programs. (Bentley StormCAD)
   b) Watershed Calculations
   c) Review the 2015 land area (watershed) tributary delineations to each part of the storm sewer network within the study limits.
   d) Review and validate the time of concentration for each watershed.
   e) Review and validate the watershed runoff coefficient based on land use.
   f) Recalculate runoff volumes based on ISWS Bulletin 75, Precipitation Frequency Study for Illinois (published March 2020) rainfall data for 2, 5, 10, 25, 50 and 100-year storm events.

4) Hydraulic Calculations and 2015 Study Updates
   a) Hydraulic method and software program updates, based on ISWS Bulletin 75 storm data
      i) Re-evaluate inlet capacity calculations using the Federal Highway Administration (FHWA) Hydraulic Toolbox.
      ii) Re-evaluate detention system hydraulics using standard orifice and weir calculations as defined by the Illinois Department of Transportation (IDOT).
      iii) Re-evaluate existing storm sewers (Bentley StormCAD).
         (1) Calculate the hydraulic grade line (HGL) and energy grade line (EGL) throughout the network.
         (2) Verify the capacity of the network to convey the calculated flow rates.
         (3) Note - the estimated level of effort assumes that the Village of Palatine will be successful in obtaining the original StormCAD models from STV for use and updating as part of this project.
      iv) Evaluate proposed interceptor sewer storm sewer alternatives (Bentley StormCAD) for a new interceptor sewer from the intersection of Smith St and Colfax St to Riemer Reservoir
         (1) Calculate the hydraulic grade line (HGL) and energy grade line (EGL) throughout the network.
         (2) Verify the capacity of the network to convey the calculated flow rates.
         (3) Identify up to three potential storm sewer routing alternatives for consideration
         (4) Identify up to three storm sewer sizing alternatives for three different storm events
         (5) Present alternatives to the Village with a recommendation to proceed with one solution based on the project objectives.

5) Detention Calculations
   a) Determine required detention storage volume for up to three storm event alternatives
   b) Investigate up to three Riemer Reservoir basin modification alternatives to provide additional detention storage to accommodate additional flows from the new interceptor sewer.
   c) Present alternatives to the Village with a recommendation to proceed with one solution based on the project objectives.

6) Village of Palatine Water and Sanitary Sewer Utility Relocation Study
   a) Investigate relocation of the existing watermain and sanitary sewer utilities between the east and west Riemer Reservoirs to the north, east and south perimeter of the east reservoir.
   b) Study will investigate both horizontal and vertical design of relocated sanitary sewer and watermain.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

7) Existing MWRDGC Lift Station Assessment and Improvements Study
   a) See attached proposal from Ciorba Group, Inc. for scope for this study.

8) Proposed Village of Palatine Lift Station Concept Design
   a) See attached proposal from Ciorba Group, Inc. for scope for this study.

9) Preparation of a Drainage Study Memorandum which will include the following:
   a) Documentation of project assumptions, design criteria, sources of project information, etc.
   b) Analysis of all drainage systems within the study area with respect to capacity in accordance with Village of Palatine and MWRD design standards.
   c) Analysis of proposed detention requirements for diverted storm sewer flows to Riemer Reservoir
   d) Descriptions of the alternatives studied that could alleviate drainage problems, and justification as to why the preferred alternative was selected
   e) Recommendations for remedial works associated with drainage system deficiencies, if any such deficiencies are found to exist. Remedial works will be those identified in the preferred alternative chosen by the Village of Palatine.
   f) An Engineer's Opinion of Probable Construction Cost associated with the recommended remedial works.
   g) Identification of the permitting requirements for the recommended remedial works.
   h) Detailed hydrologic analysis calculations.
   i) Detailed hydraulic analysis calculations.
   j) Exhibits accompanying the hydrologic calculations, hydraulic calculations, and recommended remedial works.

10) Project Meetings
   a) Attend monthly project progress meetings throughout the duration of the project to meet with Village staff and discuss project issues and progress. Attendance at meetings will include project management staff and staff engineers involved in the preparation of the study. A total of eight (8) meetings is anticipated.
   b) Attend three coordination meetings with the MWRDGC to discuss project questions, coordination, and present study findings.
   c) Attend two coordination meetings with the Palatine Park District to discuss project questions, coordination, and present study findings.
   d) Attend two coordination meetings with the NRCS to discuss project questions, coordination, and present study findings.

11) Administration
   a) Project management activities including updates to the project schedule, evaluation of project budget performance and preparation of monthly project progress reports.
   b) P-C will hold project coordination meetings as required to manage project schedule, budget, and deliverables.

12) QA/QC
   a) P-C will QA/QC project deliverables at major milestones prior to delivery to the Village of Palatine.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

b) P-C will prepare QA/QC documentation and will follow procedures as outlined in the approved Project Quality Plan.

13) Survey Pickup
   a) See attached proposal from by others for survey scope for this study.

Additional Information

Deliverables will include the presentation of preliminary study findings in a short memo format (approx. 2-4 pages) that identifies proposed alternatives to minimize the frequency of flooding at the intersection. A rough order of magnitude cost will be developed for each alternative identified. Using this information, the Village and P-C will identify and select a preferred alternative for Phase II PS&E preparation. The submittal of a draft and final copy of the project report are anticipated. Project deliverables will include two printed copies of the project report and one electronic copy of the report in .pdf format.

Critical storm sewer segments in areas shown in magenta (approximately 6,650 linear feet) in the attached study area map will be modeled for conveyance. Areas shaded in orange (approximately 219 acres) will be considered in the hydraulic modeling as tributary areas. However, detailed hydraulic modeling of the existing storm sewer network in these areas will not be performed. Calculations will be prepared to estimate runoff from these tributary areas.

Tailwater elevations at Salt Creek will be established using the Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) developed by the Federal Emergency Management Agency (FEMA). Areas downstream of the confluence of the existing storm sewer system and Salt Creek will not be evaluated as part of this study. Only the trunk line storm sewers will be evaluated, except for branching lines and laterals in the vicinity of the intersection that fall within the flooding limits.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Village of Palatine
Smith and Colfax Interceptor Study
22-0015

Peralte-Clark LLC

			Employees (by Classification)						
		Employee/Role	Principal	Project Manager	Senior Engineer	Project Engineer	Design Engineer	Engineering Technician	
Scope Item	**Team**	**Task Description**							**Task Total**
TASK 1: DATA COLLECTION AND EVALUATION									
Task 1.a	P-C	Data Collection		4	6	8	12	8	38
Task 1.b	P-C	Review Available Maps		2	8	8	16	0	34
Task 1.c	P-C	Analyze Data		4	8	8	24	12	56
Task 1.d	P-C	Determine Data Deficiencies		2	6	6	8	0	22
Task 1.e	P-C	Site Visits & Photo Log			20	20			40
			0	**12**	**48**	**50**	**60**	**20**	**190**
TASK 2: BASE MAP PREPARATION									
Task 2.a	P-C	Base Map Preparation			24	36	0	36	96
			0	**0**	**24**	**36**	**0**	**36**	**96**
TASK 3: HYDROLOGIC CALCULATION UPDATES									
Task 3.a	P-C	Hydrologic Methods		4	10	10	8	8	40
Task 3.b	P-C	Update Watershed Calculations		6	12	10	20	12	60
Task 3.c	P-C	Review tributary delineations to storm sewer network		6	12	14	20	8	60
Task 3.d	P-C	Review time of concentration		2	6	4	16		28
Task 3.e	P-C	Review runoff Coefficient		2	6	4	16		28
Task 3.f	P-C	Recalculate runoff volumes using ISWS bulletin 75		6	16	14	16	8	60
			0	**26**	**62**	**56**	**96**	**36**	**276**
TASK 4: HYDRAULIC CALCULATIONS									
Task 4.a.i	P-C	Re-evaluate inlet capacity calculations		2	4	6	8	12	32
Task 4.a.ii	P-C	Re-evaluate detention system hydraulics		6	8	12	12	24	62
Task 4.a.iii	P-C	Re-evaluate existing storm sewers		2	4	6	8	12	32
Task 4.a.iv	P-C	Evaluate proposed interceptor storm sewer alternatives		10	16	28	28	8	90
			0	**20**	**32**	**52**	**56**	**56**	**216**
TASK 5: DETENTION CALCULATIONS									
Task 5.a	P-C	Determine Required Detention Storage		4	8	8	16	10	46
Task 5.b	P-C	Investigate up to 3 basin modifications		6	10	16	30	8	70
Task 5.c	P-C	Present alternatives and recommendation to Village	4	2				8	14
			4	**12**	**18**	**24**	**46**	**26**	**130**
TASK 6: VOP WATER AND SANITARY SEWER UTILITY RELOCATION STUDY									
Task 6.a	P-C	Investigate relocation of existing watermain and sanitary sewer		4	6	6	8	16	40
			0	**4**	**6**	**6**	**8**	**16**	**40**
TASK 7: EXISTING MWRDGC LIFT STATION ASSESSMENT									
Task 7.a	Ciorba	See separate proposal							0
			0	**0**	**0**	**0**	**0**	**0**	**0**
TASK 8: PROPOSED VOP LIFT STATION CONCEPT DESIGN									
Task 8.a	Ciorba	See separate proposal							0
			0	**0**	**0**	**0**	**0**	**0**	**0**
TASK 9: PREPARATION OF DRAINAGE STUDY MEMO									
Task 9.a	P-C	Document of criteria		2	2	4	4	8	20

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Village of Palatine
Smith and Colfax Interceptor Study
22-0015

Peralte-Clark LLC

			Employees (by Classification)						
		Employee/Role	Principal	Project Manager	Senior Engineer	Project Engineer	Design Engineer	Engineering Technician	
Scope Item	**Team**	**Task Description**							**Task Total**
Task 9.b	P-C	Analyze drainage systems within study area		4	6	10	16	16	52
Task 9.c	P-C	Analyze proposed detention requirements		8	16	16	16	24	80
Task 9.d	P-C	Descriptions of alternatives		4	12	12	8	4	40
Task 9.e	P-C	Recommendations of remedial works		4	12	12	12	4	44
Task 9.f	P-C	Prepare Engineer's Opinion of Probably Construction Cost		4	6	8	8	20	46
Task 9.g	P-C	Identify permitting requirements		4	10	10	12		36
Task 9.h	P-C	Detailed hydrologic analysis calculations		6	20	16	12	4	58
Task 9.i	P-C	Detailed hydraulic analysis calculations		6	20	16	12	4	58
Task 9.j	P-C	Prepare Base Exhibits		10	20	16	24	48	118
			0	**52**	**124**	**120**	**124**	**132**	**552**
TASK 10: PROJECT MEETINGS									
Task 10.a	P-C	Attend monthly progress meetings	8	8					16
Task 10.b	P-C	Attend 3 coordination meetings with MWRDGC	15	15					30
Task 10.c	P-C	Attend 2 coordination meetings with Palatine Park District	6	6					12
Task 10.d	P-C	Attend 2 coordination meetings with NRCS	7	7					14
			36	**36**	**0**	**0**	**0**	**0**	**72**
TASK 11: ADMINISTRATION									
Task 11.a	P-C	Project Management	20	20					40
Task 11.b	P-C	Coordination meetings		8	8	8	8	8	40
			20	**28**	**8**	**8**	**8**	**8**	**80**
TASK 12: QUALITY ASSURANCE / QUALITY CONTROL									
Task 12.a	P-C	Quality control of project deliverables	40	24					64
Task 12.b	P-C	Prepare QA/QC documentation	4	8					12
			44	**32**	**0**	**0**	**0**	**0**	**76**
TASK 13: SURVEY PICKUP									
Task 13.a	Ciorba	By Others							0
			0	**0**	**0**	**0**	**0**	**0**	**0**
Total Hours			**104**	**222**	**322**	**352**	**398**	**330**	**1728**

Peralte-Clark (P-C)
Ciorba (Ciorba)

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

ESTIMATED LEVEL OF EFFORT (CECS)

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
Village of Palatine	Cook, IL - Smith & Colfax Feasibility Study	

Prime Consultant (Firm) Name	Prepared By	Date
Peralte-Clark, LLC	John Clark	3/6/2023

Consultant / Subconsultant Name	Job Number

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	OVERHEAD RATE	154.83%
START DATE	4/1/2023		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2024		% OF RAISE	2.00%
END DATE	3/31/2024			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2023	1/1/2024	9	75.00%
1	1/2/2024	4/1/2024	3	25.50%

The total escalation = 0.50%

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency	County	Section Number
Village of Palatine	Cook, IL - Smith & Colfax Feasibility Study	

Consultant / Subconsultant Name	Job Number

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	**86.00**
ESCALATION FACTOR	**0.50%**

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	$86.00	$86.00
Project Manager	$86.00	$86.00
Senior Engineer	$71.24	$71.60
Project Engineer	$50.58	$50.83
Design Engineer	$46.99	$47.22
Engineering Technician	$41.31	$41.52

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency	County	Section Number
Village of Palatine	Cook, IL - Smith & Colf	

Consultant / Subconsultant Name	Job Number

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total	Contribution to Prime Consultant
Ciorba Group	18,012.50	1,801.25

Total	18,012.50	1,801.25

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency	County	Section Number
Village of Palatine	Cook, IL - Smith & Colfax Feasibility Study	

Consultant / Subconsultant Name	Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	200	$0.66	$131.00
Vehicle Owned or Leased	$32.50/half day (4 hours or less) or $65/full day	2	$65.00	$130.00
Vehicle Rental	Actual Cost (Up to $55/day)	2	$55.00	$110.00
Tolls	Actual Cost	1	$50.00	$50.00
Parking	Actual Cost	4	$50.00	$200.00
Overtime	Premium portion (Submit supporting documentation)			$0.00
Shift Differential	Actual Cost (Based on firm's policy)			$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	4	$40.00	$160.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	1	$500.00	$500.00
Project Specific Insurance	Actual Cost			$0.00
Monuments (Permanent)	Actual Cost			$0.00
Photo Processing	Actual Cost			$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			$0.00
CADD	Actual Cost (Max $15/hour)			$0.00
Web Site	Actual Cost (Submit supporting documentation)			$0.00
Advertisements	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			$0.00
Recording Fees	Actual Cost			$0.00
Transcriptions (specific to project)	Actual Cost			$0.00
Courthouse Fees	Actual Cost			$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Testing of Soil Samples	Actual Cost			$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			TOTAL DIRECT COSTS:	**$1,281.00**

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency: Village of Palatine

County: Cook, IL - Smith & Colfax Feasibil

Section Number:

Consultant / Subconsultant Name:

Job Number:

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 154.83%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1. Data Collection & Evaluation		190	10,674	16,527	3,522		30,723	8.66%
2. Base Map Preparation		96	5,043	7,808	1,664		14,515	4.09%
3. Hydrologic Calculation Updates		276	15,550	24,076	5,131		44,757	12.61%
4. Hydraulic Calculations		216	11,624	17,997	3,836		33,457	9.43%
5. Detention Calculations		130	7,136	11,049	2,355		20,540	5.79%
6. VOP Water & Sewer Relo. Study		40	2,121	3,283	700		6,104	1.72%
9. Prepare Drainage Study Memo		552	30,786	47,666	10,159		88,611	24.96%
10. Project Meetings		72	6,192	9,587	2,043		17,822	5.02%
11. Administration		80	5,817	9,007	1,920		16,744	4.72%
12. QA/QC		76	6,536	10,120	2,157		18,813	5.30%
			-	-	-		-	
Ciorba Group			-	-	-	59,792	59,792	16.84%
			-	-	-		-	
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Subconsultant DL							$1,801.25	0.51%
Direct Costs Total ===>	$0.00						**$1,281.00**	0.36%
TOTALS		1728	101,479	157,120	33,487	59,792	354,960	100.00%

258,599

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency
Village of Palatine

County
Cook, IL - Smith & Colfax Feasibility Study

Section Number

Consultant / Subconsultant Name

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1. Data Collection & Evaluation			2. Base Map Preparation			3. Hydrologic Calculation Updates			4. Hydraulic Calculations			5. Detention Calculations		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	86.00	104.0	6.02%	5.18													4	3.08%	2.65
Project Manager	86.00	222.0	12.85%	11.05	12	6.32%	5.43				26	9.42%	8.10	20	9.26%	7.96	12	9.23%	7.94
Senior Engineer	71.60	322.0	18.63%	13.34	48	25.26%	18.09	24	25.00%	17.90	62	22.46%	16.08	32	14.81%	10.61	18	13.85%	9.91
Project Engineer	50.83	352.0	20.37%	10.35	50	26.32%	13.38	36	37.50%	19.06	56	20.29%	10.31	52	24.07%	12.24	24	18.46%	9.38
Design Engineer	47.22	398.0	23.03%	10.88	60	31.58%	14.91				96	34.78%	16.43	56	25.93%	12.24	46	35.38%	16.71
Engineering Technician	41.52	330.0	19.10%	7.93	20	10.53%	4.37	36	37.50%	15.57	36	13.04%	5.42	56	25.93%	10.76	26	20.00%	8.30
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TOTALS		1728.0	100%	$58.73	190.0	100.00%	$56.18	96.0	100%	$52.53	276.0	100%	$56.34	216.0	100%	$53.81	130.0	100%	$54.90

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Local Public Agency
Village of Palatine

County
Cook, IL - Smith & Colfax Feasibility Study

Section Number

Consultant / Subconsultant Name

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6. VOP Water & Sewer Relo. Study			9. Prepare Drainage Study Memo			10. Project Meetings			11. Administration			12. QA/QC					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	86.00							36	50.00%	43.00	20	25.00%	21.50	44	57.89%	49.79			
Project Manager	86.00	4	10.00%	8.60	52	9.42%	8.10	36	50.00%	43.00	28	35.00%	30.10	32	42.11%	36.21			
Senior Engineer	71.60	6	15.00%	10.74	124	22.46%	16.08				8	10.00%	7.16						
Project Engineer	50.83	6	15.00%	7.62	120	21.74%	11.05				8	10.00%	5.08						
Design Engineer	47.22	8	20.00%	9.44	124	22.46%	10.61				8	10.00%	4.72						
Engineering Technician	41.52	16	40.00%	16.61	132	23.91%	9.93				8	10.00%	4.15						
TOTALS		40.0	100%	$53.02	552.0	100%	$55.77	72.0	100%	$86.00	80.0	100%	$72.72	76.0	100%	$86.00	0.0	0%	$0.00

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

SUBCONSULTANT & DIRECT COST PROPOSALS

CIORBA GROUP, INC.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)



Topographic Survey and Lift Station Analysis and Design

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

CiorbaGroup
CONSULTING ENGINEERS

Scope of Work
Village of Palatine, Illinois
Smith Street and Colfax Street Drainage Improvements

Feasibility Study of New Interceptor and Storage Capacity
and Lift Station Improvements to Riemer Reservoir
Scope Items 7 and 8

Introduction

Scope is required to determine the type, size, and location of new pump station equipment capable of handline more frequent, intermittent flow from a new interceptor sewer running from the intersection of Smith Street and Colfax Street to the Riemer Reservoir. This work will include the sizing and locating of any new pump houses or upgrades to the existing pump house and the preliminary design and coordination of associated utilities required to construct this new facility. The pump station is anticipated to operate automatically using a Supervisory Control and Data Acquisition (SCADA) computer system to remotely monitor and control operations of the stormwater lift station.

Scope of Work

Referencing the Peralte-Clark LLC primary scope document, the scope of work to be completed as part of this project shall include:

7) Existing MWRDGC Lift Station Assessment and Improvements Study
   - a) Civil / Structural / Mechanical / Electrical Inspection – Perform an in-depth inspection of the following:
     - i) Civil / Structural
       - Accessible intake structures
       - Non-confined space wet well inspection
       - Pump station building
       - Outfall structures
       - Adjacent property that may be impacted by improvements
     - ii) Electrical
       - Utility service components
       - Standby generator components
       - Station panels, switchgear, and lighting
     - iii) Mechanical
       - Pumps and motors.
       - Valves, piping, supports, flanges, bolts, fittings, etc.
     - iv) Controls
       - General conditions of controls field devices used to operate the station.
   - b) Site Visits – Ciorba anticipates two site visits in addition to the inspection, to collect additional data and photographs and to observe potential design problems and issues.
   - c) Existing Conditions Desk Study – Review all relevant existing data outlined in Peralte Clark Scope Item 1.
   - d) Existing Station Hydraulics Analysis – Using calculations updated and developed by Peralte Clark for Village incoming flows and detention requirements at the reservoir, review the hydraulics of the existing station to handle these local events.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

8725 W. Higgins Road, Suite 600
Chicago, IL 60631
P 773.775.4009
ciorba.com

e) Pump Draw Down Analysis – Conduct a draw down analysis by timing pumps and performing water surface level surveys to validate existing pump capacities or add flow metering devices to discharge piping at Salt Creek.
f) Station Upgrades Hydraulics Analysis – Assess alternative improvements to the existing station to handle these local events, including required configuration changes.
g) Power Availability and Electrical Design Requirements – Review existing electrical service type, size, and capacity. Review proposed utility service and standby power needs.
h) Controls – Summarize existing automation at the station. Review alternative proposed pump station control approaches.
i) SCADA Needs Assessment – Coordinate with MWRD SCADA integrator for station upgrades. Develop scope of SCADA improvements needed for detailed design.
j) Operations and maintenance – Review existing MWRD O&M procedures and modifications that would be required with the expanded station use to handle the local flooding issues.
k) Alternative Analysis - Descriptions of the alternatives studied for the existing station to handle local drainage conditions as presented in the Peralte Clark analysis.
l) Cost estimates – Provide an Engineer's Opinion of Probable Construction Cost associated with the Alternatives considered.

8) Proposed Village of Palatine Lift Station Concept Design

a) Site Inspection – In combination with item 7.a, perform a site inspection to identify preliminary siting of separate Village station of outlet works to Salt Creek.
b) Site Visits – In combination with item 7.b, collect additional data related to a separate Village station.
c) Existing Conditions Desk Study – Review all relevant existing data outlined in Peralte Clark Scope Item 1.
d) Proposed Station Hydraulics Analysis – Using calculations updated and developed by Peralte Clark for Village incoming flows and detention requirements at the reservoir, review the hydraulic requirements of the proposed station to handle these local events.
e) Pump Station Type and Configuration Assessment – Based on results of items a) – d), review configuration alternatives for proposed station including pump style alternatives, intake works, pump station and / or building layout, and discharge works.
f) Power Availability and Electrical Design Requirements – Review power availability to supply the new station and develop an outline of utility coordination steps to secure a timely service to the facility. Summarize power needs and scope of power improvements. Review standby power needs.
g) Controls –Review alternative proposed pump station control approaches.
h) SCADA Needs Assessment – Coordinate with MWRD SCADA and / or Village integrator for station upgrades. Develop scope of SCADA improvements needed for detailed design.
i) Operations and Maintenance – Review existing MWRD O&M procedures and modifications that would be required with a second station operated for Village events.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

j) Alternative Analysis - Descriptions of the alternatives studied for the existing station to handle local drainage conditions as presented in the Peralte Clark analysis.

k) Cost estimates – Provide an Engineer's Opinion of Probable Construction Cost associated with the Alternatives considered.

l) Geotechnical Soil Borings - Complete two soil borings at the proposed pump station site and prepare a geotechnical report, including pH testing for preparation of LPC-663 by the Village.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

PALATINE: SMITH AND COLFAX PROJECT
SURVEY SCOPE



Survey and dips of existing utilities (Fully Developed ROW)

Survey and dips of existing utilities (Public Park Space)

Review CAD file to make sure its included.

Assumed location of benchmark for level loop.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

PALATINE: SMITH AND COLFAX PROJECT
SOIL BORINGS SCOPE



Potential Area for Pump Station Site

Approximate Location of 70' deep borings.

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Cost Estimate of
Consultant Services
(Direct Labor Multiple)

Firm Ciorba Group, Inc Date 02/17/23

ITEM	MANHOURS (A)	PAYROLL (B)	(3+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Meetings, Data Collection & Coordination	46	$ 2,860.00	$ 8,580.00	$ 169.80		$ 8,749.80	15%
Survey	72	$ 2,304.00	$ 6,912.00	$ 585.00		$ 7,497.00	13%
Water Resources	162	$ 10,156.50	$ 30,469.50	$ -		$ 30,469.50	51%
Electrical and Lighting	6	$ 426.00	$ 1,278.00	$ -		$ 1,278.00	2%
Quantity, Specifications & Estimates	16	$ 1,058.00	$ 3,174.00	$ -		$ 3,174.00	5%
QC / QA	6	$ 564.00	$ 1,692.00	$ -		$ 1,692.00	3%
Project Management & Administration	8	$ 644.00	$ 1,932.00	$ -		$ 1,932.00	3%
Soil and Material Consultants					$ 5,000.00	$ 5,000.00	8%
TOTALS	316	$ 18,012.50	$ 54,037.50	$ 754.80	$ 5,000.00	$ 59,792.30	100%

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

	Activity		Grand Total	QA/QC Manager	Project Manager	Sr. Project Engineer	Senior Engineer	Structures Engineer II	Engineer I	Senior Technician
	TOTAL		**316**	**8**	**40**	**115**	**67**	**6**	**24**	**56**
1.	**Meetings, Data Collection & Coordination**	**Task Total:**	**46**		**10**	**18**	**4**	**6**		**8**
	0100 Meetings	**Subtotal:**	**14**		**4**	**6**	**4**			
	Meetings with Project Team (2 mtg x 2 hrs/mtg x 3 staff)		12		4	4	4			
	Meeting with Utilities (ComEd Site Meet)		2			2				
	0130 Data Collection 2	**Subtotal:**	**32**		**6**	**12**		**6**		**8**
	Pump Drawdown Test		14			6				8
	Pump Station Inspection		18		6	6		6		
2.	**Survey**	**Task Total:**	**72**						**24**	**48**
	0210 Field Survey	**Subtotal:**	**72**						**24**	**48**
	Level Circuit		16						8	8
	Supplemental Survey (Utilities Only)		56						16	40
3.	**Water Resources**	**Task Total:**	**162**		**20**	**83**	**59**			
	0320 Stormwater Reports	**Subtotal:**	**26**		**4**	**16**	**6**			
	Feasibility Report		26		4	16	6			
	0330 Stormwater Facility Design	**Subtotal:**	**136**		**16**	**67**	**53**			
	Facility Site Visits (2 visits x 2 hours x 2 staff)		6		2	2	2			
	Existing Conditions Desk Study		16		2	4	10			
	Existing Conditions Hydraulic Analysis		34		4	15	15			
	Alternative 1 Analysis (MWRD Station Upgrades)		16		2	6	8			
	Alternative 1 SCADA Needs Assessment		10			10				
	Alternative 1 Operation and Maintenance Assessment		6			4	2			
	Alternative 2 Analysis (Village of Palatine Standalone Station)		42		6	20	16			
	Alternative 2 SCADA Needs Assessment		4			4				
	Alternative 2 Operation and Maintenance Assessment		2			2				
4.	**Electrical and Lighting**	**Task Total:**	**6**			**6**				
	0440 Other Electrical (pump stations)	**Subtotal:**	**6**			**6**				
	Electrical Analysis/Design		6			6				
7.	**Quantity, Specifications & Estimates**	**Task Total:**	**16**		**4**	**8**	**4**			
	0700 Subtotal	**Subtotal:**	**16**		**4**	**8**	**4**			
	Estimate of Cost		16		4	8	4			
9.	**QC / QA**	**Task Total:**	**6**	**6**						
	0900 QC / QA Subtotal	**Subtotal:**	**6**	**6**						
	Water Resources QC/QA		6	6						
10.	**Project Management & Administration**	**Task Total:**	**8**	**2**	**6**					
	1000 Management Subtotal	**Subtotal:**	**8**	**2**	**6**					
	Project Administration		2	2						
	Project Management		6		6					

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost	
Vehicle (mileage)	mile	$ 0.655	160	$ 104.80	
Vehicle (day)	day	$ 65.00	1	$ 65.00	
				$ 169.80	**Total**

Survey

Description	Unit	Unit Cost	Quantity	Extended Cost	
Vehicle (mileage)	mile	$ 0.655		$ -	
Vehicle (day)	day	$ 65.00	9	$ 585.00	
				$ 585.00	**Total**

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

PAYROLL RATES

FIRM NAME Ciorba Group, Inc. **DATE** 02/16/23
PRIME/SUPPLEMENT
PSB NO.

ESCALATION FACTOR 0.000%
Max Calculated Rate $ 100.000

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
QA/QC Manager	$94.00	$94.00
Project Manager	$76.00	$76.00
Lead Structural Engineer	$88.00	$88.00
Sr. Project Engineer	$71.00	$71.00
Project Engineer	$60.50	$60.50
Senior Engineer	$46.50	$46.50
Structures Engineer II	$42.00	$42.00
Engineer II	$38.50	$38.50
Structures Engineer I	$37.00	$37.00
Senior Technician	$48.00	$48.00
Technician II	$39.50	$39.50

Attachment: 2023-03-06 P-C Smith and Colfax Proposal (Smith and Colfax Phase 1 Engineering)

Consider a Motion to Award a Contract for the 2023 Sewer Rehabilitation Program

BACKGROUND:
Since the mid-1990s, the Village has conducted a sliplining program designed to eliminate excess infiltration/inflow (I/I), eliminate root intrusion into the sanitary sewers, and eliminate sewer blockages. This effort has been centered in those neighborhoods where sewers are located along the rear lot lines, where defects have been found, areas at risk for sanitary sewer surcharging, or areas tributary to lift stations.

Based upon budget appropriations, this year's program calls for the sliplining of approximately 4,167 feet of sanitary sewer and 265 feet of storm sewer. This is an expanded program based upon the enhanced ten year sewer program adopted by the Village Council last year.

KEY ISSUES:

- On Tuesday, February 28, 2023, six bids were received and opened, ranging from a high of $283,054 to a low of $228,633.
- The low responsive and responsible bidder was Benchmark Construction Company, Incorporated of Bartlett, Illinois in the amount of $228,633.
- The Engineer's estimate was $258,300.

ALTERNATIVES:

1. Award the contract for the 2023 Sewer Rehabilitation Program, Cured in Place Piping (CIPP), to Benchmark Construction.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends that the contract for the 2023 Sewer Rehabilitation Program (CIPP) be awarded to Benchmark Construction in the amount of $228,633.

BUDGET IMPACT:
Funding in the amount of $260,000 is available in the Capital Improvement Program to accommodate this proposed sanitary and storm sewer sliplining.

ACTION REQUIRED:
Motion to award the contract for the 2023 Sewer Rehabilitation Program (CIPP) to Benchmark Construction Company, Incorporated of Bartlett, Illinois in the amount of $228,633.

ATTACHMENTS:

- Bid Tabulation
- 2023 Location Map

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

VILLAGE OF PALATINE

Bidding Summary
2023 Sewer Rehabilitation Program - CIPP
11:00 AM, Tuesday, February 28, 2023

	Bidding Contractors	As Read Bid Amount	As Corrected Bid Amount
1	Benchmark Construction Co., Inc.	$ 228,633.00	Correct as Read
2	Visu-Sewer of Illinois, LLC	$ 238,310.50	Correct as Read
3	National Power Rodding Corp.	$ 248,924.90	Correct as Read
4	Insituform Technologies USA, LLC	$ 256,158.40	Correct as Read
5	Hoerr Construction, Inc.	$ 260,118.20	Correct as Read
6	Inliner Solutions, LLC	$ 283,054.00	Correct as Read

Attachment: Bid Tabulation (2023 Sewer Rehabilitation Program)

BT 2301

VILLAGE OF PALATINE

BID OPENING

DATE:	**February 28, 2023**
TIME:	**11:00 AM**
PLACE:	**Meeting Room C**

VILLAGE OF PALATINE - DEPARTMENT OF PUBLIC WORKS

TABULATION OF BIDS

FOR

2023 Sewer Rehabilitation Program - CIPP

DPW - 2301

SHEET 1 OF 2

COMPUTED BY MG

ITEM NO.	DESCRIPTION	UNIT	QUANTITY	Engineer's Estimate UNIT PRICE	Engineer's Estimate TOTAL	Benchmark Construction Co., Inc 2260 Southwind Blvd Bartlett, IL 60103 630-497-1737 UNIT PRICE	Benchmark TOTAL	Visu-Sewer of Illinois, LLC 9014 S Thomas Avenue Bridgeview, IL 60455 708-237-0340 UNIT PRICE	Visu-Sewer TOTAL	National Power Rodding Corp. 2500 W Arthington St Chicago, IL 60612 312-666-0748 UNIT PRICE	National Power TOTAL	Insituform Technologies USA, LI 17988 Edison Avenue Chesterfield, MO 63005 636-530-8000 UNIT PRICE	Insituform TOTAL
A	Sewer Main Cleaning, Root Cutting, and Pre-Rehabilitation Televising	Foot	4,432	6.75	29,916.00	$12.00	$53,184.00	$4.50	$19,944.00	$4.00	$17,728.00	$6.10	$27,035.2(
B	Removal of Protruding Service Taps	Each	10	420.00	4,200.00	200.00	$2,000.00	125.00	1,250.00	250.00	2,500.00	250.00	2,500.0(
C	Rehabilitation of Sewer Main, 8" Sanitary	Foot	3,307	37.50	124,012.50	25.00	$82,675.00	29.50	97,556.50	32.70	108,138.90	34.10	112,768.7(
D	Rehabilitation of Sewer Main, 12" Sanitary	Foot	680	45.00	30,600.00	40.00	$27,200.00	49.80	33,864.00	40.00	27,200.00	45.30	30,804.0(
E	Rehabilitation of Sewer Main, 21" Sanitary	Foot	180	130.00	23,400.00	90.00	$16,200.00	209.50	37,710.00	150.00	27,000.00	155.40	27,972.0(
F	Rehabilitation of Sewer Main, 27" Storm	Foot	265	135.00	35,775.00	110.00	$29,150.00	158.00	41,870.00	180.00	47,700.00	166.10	44,016.5(
G	Re-Instatement of Service Laterals	Each	78	105.00	8,190.00	120.00	$9,360.00	50.00	3,900.00	225.00	17,550.00	85.00	6,630.0(
H	Post Rehabilitation Televising and Video Log	Foot	4,432	0.50	2,216.00	2.00	$8,864.00	0.50	2,216.00	0.25	1,108.00	1.00	4,432.0(
	TOTALS	AS READ					**$228,633.00**		**$238,310.50**		**$248,924.90**		**$256,158.4(**
		AS CORRECTED			**258,309.50**								
					PROPOSAL GUARANTEE	5% BID BOND		5% BID BOND		5% BID BOND		5% BID BOND	
					COMMENTS								

Attachment: Bid Tabulation (2023 Sewer Rehabilitation Program)

BT 2301

VILLAGE OF PALATINE

BID OPENING

DATE:	**February 28, 2023**
TIME:	**11:00 AM**
PLACE:	**Meeting Room C**

VILLAGE OF PALATINE - DEPARTMENT OF PUBLIC WORKS

TABULATION OF BIDS

FOR

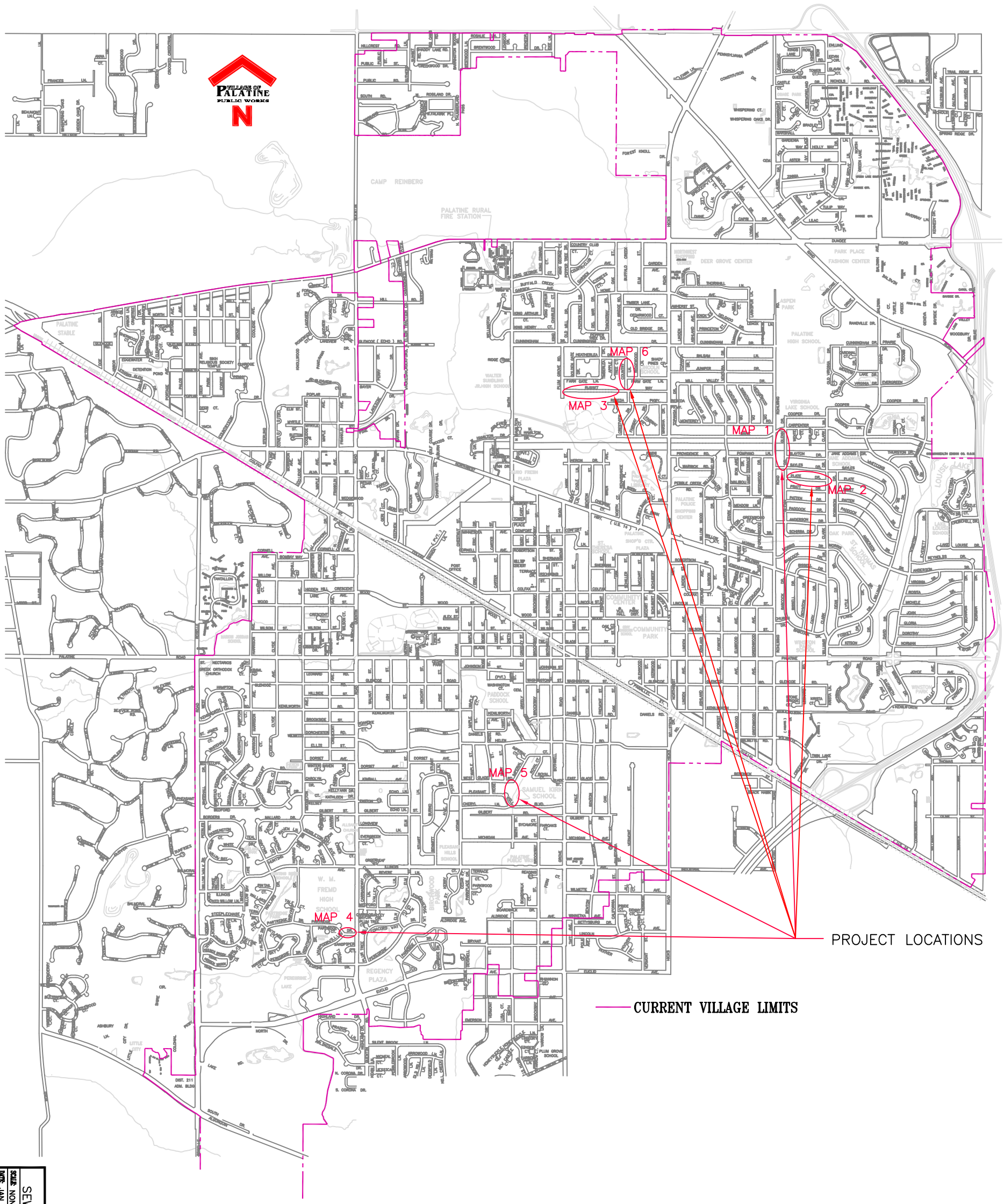
2023 Sewer Rehabilitation Program - CIPP

DPW - 2301

				Hoerr Construction, Inc. 1416 County Road 200 N Goodfield, IL 61742 309-691-6653		Inliner Solutions, LLC 5031 W 66th Place Bedford Park, IL 60638 708-594-6082							
ITEM NO.	**DESCRIPTION**	**UNIT**	**QUANTITY**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**	**UNIT PRICE**	**TOTAL**
A	Sewer Main Cleaning, Root Cutting, and Pre-Rehabilitation Televising	Foot	4,432	3.85	17,063.20	$5.00	$22,160.00						
B	Removal of Protruding Service Taps	Each	10	400.00	4,000.00	400.00	$4,000.00						
C	Rehabilitation of Sewer Main, 8" Sanitary	Foot	3,307	34.00	112,438.00	41.00	$135,587.00						
D	Rehabilitation of Sewer Main, 12" Sanitary	Foot	680	61.00	41,480.00	70.00	$47,600.00						
E	Rehabilitation of Sewer Main, 21" Sanitary	Foot	180	166.00	29,880.00	148.00	$26,640.00						
F	Rehabilitation of Sewer Main, 27" Storm	Foot	265	155.00	41,075.00	155.00	$41,075.00						
G	Re-Instatement of Service Laterals	Each	78	125.00	9,750.00	20.00	$1,560.00						
H	Post Rehabilitation Televising and Video Log	Foot	4,432	1.00	4,432.00	1.00	$4,432.00						
	TOTALS		AS READ		**$260,118.20**		**$283,054.00**						
			AS CORRECTED										
	PROPOSAL GUARANTEE			5% BID BOND		5% BID BOND							
	COMMENTS												

Attachment: Bid Tabulation (2023 Sewer Rehabilitation Program)

2023 SEWER REHABILITATION PROGRAM - CIPP



Attachment: 2023 Location Map (2023 Sewer Rehabilitation Program)

SEWER REHABILITATION PROGRAM– CIPP 2023

PROJECT LOCATION MAP

SCALE: NONE
DATE: JAN. 2023
APPROVED BY:
DRAWN BY: MAG
DESIGNED
DRAFTING NUMBER:

Discussion Regarding Potential Code Amendments Related to the Licensing and Regulating of Food Trucks

BACKGROUND:
With the continued popularity of food trucks, Staff has conducted some research to see how nearby communities regulate food trucks and identify potential changes for consideration. Historically, the Village has limited food trucks to temporary food events, thus issuing a temporary food permit to operate at a specific event. In essence, this is the same process for temporary food vendors at events such as Hometown Fest, Street Fest, Oktoberfest, etc.

As the popularity of food trucks has grown, the Village's existing licensing process seems to be inefficient. For example, a single food truck operator obtained 15 different temporary food permits in 2022. Thus, in each instance, Village staff needed to process and review a separate application for each event. To see how other municipalities handled food trucks, a survey was conducted. The attached memo outlines staff findings and related issues.

DISCUSSION:
It is clear to Staff that changes in our processing of permits for food trucks could be improved prior to the coming summer season. While we can proceed with process changes, it is also appropriate at this time to determine if we want to allow food trucks to operate on a more consistent basis (not just tied to a specific/special event).

If there is a desire to expand food truck options, we can then seek input as to what parameters would be supported and then pursue corresponding Code changes. If there is not support to expand the operation of food trucks, we can just move forward with modifying our licensing process for temporary food permits. Staff will walk through these issues during the March 13th Village Council meeting and will be seeking input from the Council on a number of related issues.

Areas for consideration include:

- Allow food trucks on commercially zoned property (with property owner consent).
- Food trucks cannot create a parking shortfall pursuant to required spaces by Code.
- Establish limits on hours and frequency of food trucks.
- Allow administrative approval for locations based upon operating parameters set by the Village Council.

Staff does not want to create a disadvantage for our “brick and mortar” establishments yet we acknowledge the interest of the public for food truck opportunities. All food trucks would be required to comply with all state sales tax requirements and our local food and beverage tax requirements.

ACTION REQUIRED:
Discussion on subject and establishing consensus so staff can prepare operating guidelines.

ATTACHMENTS:

- Food Truck Memo & Survey Feb 2023

VILLAGE OF PALATINE
Community Development Department

Memo

To: Michael Jacobs, Community Development Director

From: Diane Gartner, Environmental Health Field Director

Date: February 3, 2023

Re: Food Trucks

The Village's Environmental Health Division continues to see an expansion of food truck operations within Palatine and surrounding communities. Presently, food trucks may only operate in the Village through the issuance of temporary food permit in conjunction with a specific/special event. As part of the temporary food permit application review process, the Village's Fire Prevention Division will conduct an inspection of the food truck.

Since temporary food permits are the only approval option, food truck operators are required to submit separate applications for each event, often with the same menu. For example, 12 separate temporary food permits were issued in 2022 to the same food truck operator for various events throughout the Village. Each permit application requires review by Staff and operators often submit applications at the last minute. It is also important to note that the Village has not charged a fee for temporary food permits and any related inspections.

With the growing popularity of food trucks, the issuance of some type of annual license may be worth consideration. Licensing would ensure that food trucks meet the applicable Code requirements, while also streamlining the application, review, and approval process. In addition, an appropriate fee structure could be established to offset the associated application review and inspection costs.

While the preparation of food in a food truck can be regulated through the existing Food Code, there are other operational questions that would also need consideration, such as:

- Would the operation of food trucks in the Village remain limited to specific/special events?
- If the operation options were expanded beyond specific/special events, where could they be appropriate (private property or public property/streets)?
- Additional issues for consideration could include things such as parking, hours of operation, restrooms, garbage disposal, etc.

Another issue to consider is that presently there is no licensing or registration for food trucks provided by Cook County or the State of Illinois. Furthermore, if a food truck is operating through a restaurant in another jurisdiction, there is no guarantee that the food truck is regulated by a local health authority. Thus, the responsibility for regulating, licensing, and inspecting food trucks has traditionally fallen on the Village.

Attachment: Food Truck Memo & Survey Feb 2023 (Food Truck Amendment Discussion)

To help identify how other communities address food trucks, the Village utilized the Northwest Municipal Conference to conduct a food truck survey in November, 2022. While the attached outlines the survey results from all 9 of the communities that responded, the following table and summary outline the regulations of 3 communities that issue annual licenses for food trucks.

Municipality	License type	Fee	Location Restrictions	Parking	hours	Additional Requirements
Arlington Heights	Mobile Food	$315	None.	Park 1 hour then must move at least 1,000'	Mon - Sat 9 am -9 pm, no Sun	Need approval from owner on private property.
Park Ridge	Food Establishment	Risk 3: $250 Risk 2: $450 Risk 1: $700	License defines locations and dates	License defines parking	License defines times	Hold harmless, background check, special event permit process.
Streamwood	Food Truck	$100	No ROW or private property, unless special event.	Existing business cannot have trucks visible from ROW.	Not defined.	No tables, chairs, tents or displays. Power self must be contained, no generators.

- **Arlington Heights:** Arlington Heights requires an annual license for the operation of food trucks. Food trucks may not park longer than 1 hour on any single day in one place (they must then move to a new location at least 1,000 feet away). Hours of operation are limited to Monday through Saturday from 9 AM – 9 PM, and not allowed on Sundays. Any food truck operating on private property must obtain authorization from the property owner.

- **Park Ridge:** Park Ridge requires an annual license for the operation of food trucks, with the corresponding fee based on the food truck's risk type. The license application includes additional requirements related to location, dates, and hours of operation. The annual license also identifies the specific location(s) where a food truck may operate. For any special events, the food truck operator must notify the City at least 10 days prior to the event. The City does not have any specific location restrictions.

- **Streamwood:** Streamwood adopted an ordinance in 2022 for the licensing of food trucks. Food trucks are prohibited from operating within a public right-of-way or on private property, unless approved as part of a special event. Their ordinance includes specific conditions for use and location regulations including tables, chairs, tents, displays and signage.

In the end, our research and the recent survey results show that the regulation of food trucks varies greatly. With this information in mind, Staff is seeking some policy direction in regards to a desire to adjust our approach to permitting food trucks. These adjustments could be limited to the creation of an annual license for food trucks, but still limited to only specific/special events, or adjustments that could allow food trucks to operate beyond specific/special events.

Attachment: Food Truck Memo & Survey Feb 2023 (Food Truck Amendment Discussion)

Municipality	1. Does your municipality have an ordinance for the operation of mobile food establishments (excluding temporary food establishments)?	a. If YES, attach copy of ordinance or link.	b. If NO, do you issue temporary food establishment permits for the operation of mobile food establishments?	2. Does your municipality license and/or permit mobile food establishments (excluding temporary food establishments)?	a. If YES, what is the duration of the license (i.e. seasonal, annual)? Please explain.	3. Does your municipality charge a fee to license, permit and/or inspect mobile food establishments (excluding temporary food establishments)?	a. If YES, what is the fee amount? Please explain and attach a fee schedule or link.	4. Does your municipality inspect mobile food establishments (excluding temporary food establishments)?	a. If YES, what is the inspection frequency? Please explain.	b. If YES, are inspections scheduled or unannounced? Please explain. :	5. Does your municipality have any limitations or restrictions as to where and when mobile food establishments can operate (e.g., public or private property, location, mobility, duration and hours)?	a. If YES, please explain.	6. Does the Fire Department conduct inspections of mobile food establishments (excluding temporary food establishments)?	a. If YES, does the Fire Department require documentation of equipment inspections (i.e., kitchen suppression or fuel system leak checks)?	7. Are there any other Departments involved in the licensing, permitting or inspection process (excluding temporary food establishments)?	a. If YES, please explain their role.
Antioch	Yes.			Yes.	Annual. Licenses expire May 31 of each year.	Yes.	$50 / license. No inspection fee.	No.			Yes.	See attached.	No.		Yes.	We require Health Department approval from Lake County.
Arlington Heights	Yes.	See attached.		Yes.	Annual.	Yes.	$315	Yes.	Annual, or on complaint basis.	Unannounced.	Yes.	See the ordinance listed under #1.	No.		No.	
Elk Grove Village	Yes.	https://codelibrary.amlegal.com/codes/elkgrovevillageil/latest/elkgrovevillage_il/0-0-0-2001		Yes.	Annual - Prepackaged food only.	Yes.	Food vending vehicles (section 3-5I-1) 100.00/vehicle.	Yes.	Annual and on a complaint basis.	Announced upon licensure inspection: Unannounced upon receipt of complaint.	Yes.	Private property with written permission.	Yes / No.	Currently developing inspection program for Fire Department.	No.	
Hoffman Estates	Yes.	See attached.		Yes.	Annual.	Yes.	Mobile.....$50.00	Yes.	Once a year.	Scheduled.	Yes.	Sales shall not occur on any public right-of-way.	No.		Yes.	Village Clerk.
Morton Grove	No.		Yes. Only for specific events.	No.	N/A.	No.	N/A.	No.	N/A.	N/A.	No.	N/A.	No.	N/A.	No.	N/A.
Mount Prospect	Yes.	See attached.	Yes. Any food establishment without a facility within Mount Prospect would need to be affiliated with a specific temporary event and apply and be inspected for each event.	Yes.	Annual.	Yes.	Section 11.3410: OTHER FEES: M. Itinerant merchant/vendors: 1. Itinerant merchant, hawker, peddler, or transient or vendor 150.00 annually 75.00 per month for any period less than 1 year; $10.00 per day for any period less than 1 month.	Yes.	Annually.	Due to the time of year being limited when mobile establishments are used we ask that the businesses contact us when they are going to begin operating that year.	Yes.	Yes. Need to be on private property (except temporary events) and operate during business hours 7 AM - 7 PM with no nuisance complaints from neighboring properties.	Yes.	Yes.	No.	
Niles	No.		Yes. Food trucks are regulated through the "temporary mobile food sales" use standards in the Zoning Code.	No.	The timeframe of a temporary mobile food sales use, including number of days per week and overall duration of the event, will be determined and approved as part of the temporary use permit.	Yes.	$35	Yes.	Once a year.	Unsure.	No.	No regulations are codified, but as part of temporary use permit this information must be provided and reviewed by Community Development. They also need permission from property owner if on private property.	No.		No.	
Park Ridge	Yes.	https://library.municode.com/il/park_ridge/codes/code_of_ordinances?nodeId=ART12BUOC_CH1TRBU_12-1-6MOFOVE		Yes.	Annual. Jan 1-Dec 31	Yes.	https://library.municode.com/il/park_ridge/codes/code_of_ordinances?nodeId=ART12BUOC_CH17GECO_12-17-1APBULI	Yes.	Depends on the risk type. All get a license inspection then the frequency of inspections depends on menu, risk type, etc.	Licensed is announced, all others unannounced.	Yes.	Zoning has rules/regs regarding operations. If on private property we need copies of the letter of agreement.	No.		No.	
Streamwood	Yes.	See attached.		Yes.	Annual.	Yes.	$100	Yes.	Bi-annual by a health inspector.	Initial inspection is scheduled. Additional inspections and unannounced.	Yes.	See attached Ordinance 2022-11.	No.		Yes.	Community Development inspects the non-food related requirements.

Attachment: Food Truck Memo & Survey Feb 2023 (Food Truck Amendment Discussion)

Consider an Ordinance Granting a Special Use and Variations to Permit a Gas Station and Convenience Mart at 850 E. Northwest Highway

BACKGROUND:
The Petitioner is requesting a Special Use and Variations for a gas station and convenience mart to reestablish the previous use at the Subject Property. The previous gas station operated under a Special Use, which lapsed, due to being closed for longer than six months. Therefore, the Petitioner is requesting approval of the following:

- **Special Use to permit a gas station and convenience store;**
- **Variation to permit an existing building to encroach into the required rear and side yards; and**
- **Variation to permit a drive aisle to be 21.5 feet, instead of the minimum required 24 feet.**

KEY ISSUES:
- The Subject Property is zoned B-2 General Business and is just less than half of an acre. The Property previously operated under a Special Use for a gas station and convenience store; however, the station was closed since 2016 and therefore requires a new Special Use. Staff notes that the gas station was initially approved as part of the Willow Creek Planned Development, which was initially approved in 1966 (#O-31-66).
- The existing building is approximately 2,550 square feet. The Petitioner is proposing to renovate the building and create an additional retail space, along with the gas station and convenience store. The proposed improvements also include replacing the underground fuel storage tanks and fuel pumps.
- The business plan for the gas station and convenience store indicates two employees per shift with the following hours of operation: Weekdays 12 AM to 11 PM and Weekends 6 AM to 10 PM.
- The use for the second tenant space is unknown at this time; however, the Petitioner is contemplating a convenience retail use, such as a cell phone provider.
- The existing building also encroaches into the required side and rear yards. Variations would be required to memorialize the existing condition (0 feet from side; 5 feet required, and 19 feet from rear; 20 feet required.
- Required parking would be 9 spaces per 1 to 300 square feet calculation for the existing building. There are 9 parking spaces provided, of which one is handicapped therefore meets code.
- The proposed parking lot includes a 21.5-foot drive aisle (24 feet is required), which would require a variation. Staff does not have any concerns with this Variation, as the existing 24-foot ingress/egress easement is directly adjacent and there should be no turning movement conflicts.

ALTERNATIVES:
1. Approve the Special Use and Variations to permit a gas station and convenience store at the subject property.
2. Do not approve the Special Use and Variations to permit a gas station and convenience store at the subject property.

RECOMMENDATION:

Public Hearing**:**	ZBA meeting on February 14, 2023.
Residents testifying:	None.
Vote:	The ZBA voted unanimously to approve a Special Use and Variations to Permit a Gas Station and Convenience Store and Staff Concurs.

ACTION REQUIRED:

A motion to approve the ordinance granting a Special Use and Variations to permit a gas station and convenience store at the Subject Property.

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

Consider a Resolution of Support for the Filing of a 7C Cook County Tax Classification for the Benefit of the Property Located at 850 E. Northwest Highway

BACKGROUND:
The Cook County Assessor's Office has a property tax classification program to encourage commercial development on qualifying properties. The classification (7c), referred to as Commercial Urban Relief Eligibility (CURE), operates in a manner similar to the County's other tax classification programs (such as 6b). A summary of the 7c program and its eligibility criteria are attached. To facilitate the redevelopment of 850 E. Northwest Highway, the Petitioner is seeking approval of the following:

> **Approval of a resolution for support for the filing of a 7c Cook County Tax Classification for the property located at 850 E. Northwest Highway.**

KEY ISSUES:
- The Petitioners are looking to remodel and modify the former gas station site and are seeking a 7c tax classification to help offset their corresponding redevelopment costs and investment. The Petitioners have indicated the proposed improvements will result in an investment of over $2,000,000 (not including land acquisition costs).
- Projects that qualify for the Class 7c classification will receive a reduced assessment level of 10% of fair market value for the first three years, 15% for the fourth year, and 20% for the fifth year. Without this incentive, commercial property would be assessed at 25% of its market value. The 7c program does allow for a renewal of the classification, subject to the program's requirements, a separate endorsement by the Village, and approval by the County.
- The Village has previously approved other resolutions of support for projects looking to obtain a 7c classification.

ALTERNATIVES:
1. Recommend approval of the Resolution.
2. Do not recommend approval of the Resolution.

RECOMMENDATION:
Staff recommends approval of the Resolution.

ACTION REQUIRED:
Motion to approve the resolution of support for the filing of a 7c Cook County Tax Classification for the property located at 850 E. Northwest Highway.

RESULT:	**ADOPTED BY ROLL CALL BY CONSENT VOTE [UNANIMOUS]**
MOVER:	Scott Lamerand, District 2 Councilman
SECONDER:	Doug Myslinski, District 3 Councilman
AYES:	Millar, Lamerand, Myslinski, Solberg, Kozlowski, Helms

Consider a Motion Approving an Agreement with Peralte-Clark LLC for Engineering Services for Phase I of the Smith and Colfax Drainage Improvements

BACKGROUND:
Flooding occurs at the intersection of Smith Street and Colfax Street periodically, usually multiple times each year. Engineering analysis and field observations determined this flooding is due to insufficient storm sewers draining the intersection. The Village conducted a preliminary drainage investigation with Peralte-Clark and reported our findings to the Metropolitan Water Reclamation District (MWRD), who has jurisdiction over stormwater discharges to Salt Creek and owns Reimer Reservoir. These findings were also reviewed with the National Resource Conservation Service (NRCS), a federal agency who participated in the initial construction of the reservoir and must concur with any future alterations to the facility.

The MWRD and the NRCS were initially receptive to the Village's preferred improvement to the intersection which would install a relief sewer directing flows from Smith and Colfax to the Reimer Reservoir. As part of the proposal, the Village would compensate for the added storage by reshaping and expanding volume of the reservoir. An independent pump station would also remove water added to the reservoir. This pump station would allow for the existing storage of the reservoir to be available when creek flows would utilize the reservoir to control downstream flooding.

KEY ISSUES:

- More than 2,000 man-hours of specialized professional services are expected to perform the hydraulic modeling, preliminary design components and technical materials needed to finalize detailed conditions of approval with the Metropolitan Water Reclamation District.
- Detailed hydraulic studies, detention calculations, evaluations of utility relocations to accommodate the changes to the reservoir and the route to the reservoir, conceptual design of a railroad crossing, and a lift station design concept are major components of the engineering work.
- Modeling downstream conditions and benefiting properties are potential requirements to be supplemented in the future with this planned work.
- The MWRD reviewed the scope of work and indicated their general concurrence of the scope necessary to consider approval of detailed engineering and fully condition the use of their facility after review from their legal, maintenance and operational needs.

ALTERNATIVES:

1. Approve the Phase I Preliminary Engineering Proposal.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends approval of the Phase I Preliminary Engineering Proposal with Peralte-Clark LLC be approved.

BUDGET IMPACT: This proposal would be fully funded from the downtown tax

increment financing (TIF) fund.

ACTION REQUIRED:
Motion to approve the Agreement with Peralte-Clark LLC for engineering services for Phase I of the Smith and Colfax Drainage Improvements in the amount of $354,960.

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

Consider a Motion to Award a Contract for the 2023 Sewer Rehabilitation Program

BACKGROUND:
Since the mid-1990s, the Village has conducted a sliplining program designed to eliminate excess infiltration/inflow (I/I), eliminate root intrusion into the sanitary sewers, and eliminate sewer blockages. This effort has been centered in those neighborhoods where sewers are located along the rear lot lines, where defects have been found, areas at risk for sanitary sewer surcharging, or areas tributary to lift stations.

Based upon budget appropriations, this year's program calls for the sliplining of approximately 4,167 feet of sanitary sewer and 265 feet of storm sewer. This is an expanded program based upon the enhanced ten year sewer program adopted by the Village Council last year.

KEY ISSUES:

- On Tuesday, February 28, 2023, six bids were received and opened, ranging from a high of $283,054 to a low of $228,633.
- The low responsive and responsible bidder was Benchmark Construction Company, Incorporated of Bartlett, Illinois in the amount of $228,633.
- The Engineer's estimate was $258,300.

ALTERNATIVES:

1. Award the contract for the 2023 Sewer Rehabilitation Program, Cured in Place Piping (CIPP), to Benchmark Construction.
2. Refer back to Staff with comments.

RECOMMENDATION:
Staff recommends that the contract for the 2023 Sewer Rehabilitation Program (CIPP) be awarded to Benchmark Construction in the amount of $228,633.

BUDGET IMPACT:
Funding in the amount of $260,000 is available in the Capital Improvement Program to accommodate this proposed sanitary and storm sewer sliplining.

ACTION REQUIRED:
Motion to award the contract for the 2023 Sewer Rehabilitation Program (CIPP) to Benchmark Construction Company, Incorporated of Bartlett, Illinois in the amount of $228,633.

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