



**DEKALB CITY COUNCIL AGENDA**  
**January 11, 2021**  
**6:00 P.M.**

DeKalb Public Library  
Yusunas Meeting Room  
309 Oak Street  
DeKalb, Illinois 60115

**REGULAR CITY COUNCIL MEETING**

COVID-19 Notice: This meeting will be conducted in-person with a physically present quorum and open to the public. The corporate authorities of the City of DeKalb intend to conduct this meeting in compliance with all applicable social distancing and public health requirements. All persons attending this meeting in-person shall be required to wear protective face masks/coverings. Furthermore, the corporate authorities of the City of DeKalb intend to conduct this meeting pursuant to Illinois Governor JB Pritzker's Executive Order 2020-73 dated November 18, 2020 (the "Executive Order"), which prohibits gatherings of more than 10 people, unless the City of DeKalb determines that it is necessary to invoke the Governmental Functions exemption contained in Section 4(c) of the Executive Order "to ensure the operation of government agencies or to provide for or support the health, safety and welfare of the public."

As a convenience to the public, the City of DeKalb may also provide video, audio, telephonic or internet access for the public to monitor this meeting. The provision of any such remote means of access is not intended to provide for attendance by a means other than physical presence due to the COVID-19 public health emergency, nor is it intended to provide an opportunity for the public to address public officials, make public comment or otherwise participate in the meeting.

Persons wishing to provide public comment or otherwise address public officials in person during this meeting must comply with all applicable rules governing the conduct of this meeting including, but not limited to, the aforementioned social distancing and face covering requirements.

The City of DeKalb is providing the following conveniences for the public to monitor and participate in this meeting:

- Persons wishing to view the meeting from home or elsewhere can tune in to Channel 14 or by following the link provided [here](#).
- Persons wishing to provide public comment but are unable to attend the meeting in person or remotely may forward their comments by clicking on the link provided [here](#). Note that all submissions must be received no later than 12:00 p.m. on the day of the meeting in order to ensure dissemination to the City Council before the meeting convenes.
- Zoom Meeting Information  
Join Zoom Meeting: <https://us02web.zoom.us/j/82990095998?pwd=eFdEWnJCc0h3YWRKYytGaVo3MIIl3QT09>  
Meeting ID: 829 9009 5998  
Passcode: 850264  
One Tap Mobile: +13126266799,,82990095998#,,, \*850264# US (Chicago)
- For those participating via Zoom and wishing to comment during the public participation portion of the meeting, or prior to Council's discussion of a particular item, please click on the link provided [here](#) and add in the Comment Section that you wish to address Council verbally. Note that all submissions must be received no later than 12:00 p.m. on the day of the meeting in order to ensure your name is added to the list of remote speakers.

**A. CALL TO ORDER AND ROLL CALL**

**B. PLEDGE OF ALLEGIANCE**

**C. APPROVAL OF THE AGENDA**

**D. PUBLIC PARTICIPATION**

**E. PRESENTATIONS**

- 1. Proclamation Declaring January 22, 2021 as “DeKalb Rotary Club Day” in the City of DeKalb.**

City Manager’s Summary: The attached proclamation recognizes the volunteerism of the DeKalb Rotary Club and the unselfish service of its members to Meals on Wheels, the Salvation Army, the Bookcase Literacy Project, Safe Passage, the Kishwaukee Symphony Orchestra, Feed my Starving Children, and in support of various recitals for senior citizens within our community. ([Click here for additional information](#))

- 2. State of the City Address.**

City Manager’s Summary: Mayor Jerry Smith will present his "State of the City" address that summarizes downtown revitalization, new development initiatives, "Communiversity" highlights, public safety and infrastructure improvements, Annie Glidden North initiatives and some City personnel changes during the remarkable 2020 calendar year.

**F. APPOINTMENTS**

None.

**G. CONSENT AGENDA**

- [Minutes of the Regular City Council Meeting of December 14, 2020.](#)
- [Minutes of the Regular City Council Meeting of December 28, 2020.](#)
- [Accounts Payable and Payroll through January 11, 2021 in the Amount of \\$1,784,914.56.](#)

**H. PUBLIC HEARINGS**

- 1. Public Hearing on an Amendment to the Community Development Block Grant 2020-2024 Consolidated Plan/2020 Annual Action Plan.**

City Manager’s Summary: This public hearing is intended to invite public comment on an amendment to the Community Development Block Grant (CDBG) 2020-2024 Five-Year Consolidated Plan and 2020 Annual Action Plan (April 1, 2020 – March 31, 2021) to add an additional \$272,425 in CARES Act funding to “prepare for, prevent, and respond” to coronavirus in the City of DeKalb.

Print copies of the amended Consolidated Plan and Annual Action Plan were made available for viewing in the City Hall lobby and the Community Development Department at 164 E. Lincoln Highway, DeKalb. The document was also posted in electronic format on the City's website at [www.cityofdekalb.com](http://www.cityofdekalb.com).

All interested persons were encouraged to submit written comments on the proposed amendment to the attention of Joanne Rouse of the City's Community Development Department no later than 4:00 p.m. on January 11, 2021 and were invited to appear and be heard at this Public Hearing.

Further information regarding the potential for additional federal CDBG funding can be found in the Agenda background and under Resolution 2021-007 on this Agenda. ([Click here for additional information](#))

## I. CONSIDERATIONS

### 1. 2021 Liquor License Renewal Update.

City Manager's Summary: The City Manager is asking for Council direction regarding whether or not to extend a grace period into 2021 for the payment of liquor license renewal fees. Since October 2, the Governor's Tier 3 mitigation plan has been in effect in DeKalb County (Executive Order 2020-56). These "enhanced" mitigations have adversely impacted many businesses but particularly bars and restaurants during the recent holiday season, when many local businesses measure their annual success.

At a special Council meeting on March 26, 2020, the Council suspended restaurant/bar tax collections through December 31, 2020 up to a total of \$3,000 per licensed establishment. At the same time, the Council suspended hotel/motel tax collections with a maximum "credit" of \$6,000 per hotel or motel.

A number of downtown restaurants never re-opened after the initial Executive order was rescinded and the Governor allowed bars and restaurants to re-open under Tier 4 constraints on May 29 (Executive Order 2020-38). Tier 4 lasted until October 2. Now, a new cycle of liquor license renewals prescribed by the Municipal Code is upon the local liquor industry. By way of reference, liquor license renewals fall in one of three cycles:

- May 1 through April 30: various bars, restaurants and hospitality businesses;
- September 1 through August 31: a different grouping of hospitality, not-for-profit and golf course licenses;
- January 1 through December 31: a further grouping of bar, hospitality, liquor production (e.g., breweries), package liquor and auditorium licenses.

The staggering of the bar, restaurant, and hospitality licenses assures more attention to business questions and greater efficiency in the annual processing. There are currently 65 liquor licenses in the City of DeKalb.

In the period May 1 through December 31, installment payments were welcomed, and the extra processing fee established for such additional staff work was waived

administratively. Nevertheless, for the licenses due on January 1, at this writing 2 of the 29 businesses in the cycle have not paid anything and 15 still owe substantial sums. As business queries arose in the final days of December regarding a potential “grace” period, the City Manager provisionally offered the ability to pay liquor license fees coming due in three installments, and with no late penalty, with full payment due by June 1, 2021. The purpose of this “Consideration” is to ask the Council’s support for this staff action which departs from the stricter code requirements.

The processing of the next liquor license cycle (the period from May 1 through April 30) will begin in late March. While the annual liquor license fees are important to the City of DeKalb to defray administrative and enforcement costs (\$195,000 is budgeted in FY2021), a deferral of full license payment for the last cycle in 2020 is recommended as county-wide vaccinations slowly lead our area toward a time when businesses may be allowed by Executive order to re-open:

**City Council direction is requested.**

## **J. RESOLUTIONS**

- 1. Resolution 2021-001 Authorizing a Funding Agreement with the DeKalb County Economic Development Corporation (DCEDC) in the Amount of \$35,000 for Economic Development Services Beginning January 1, 2021 through December 31, 2021.**

City Manager’s Summary: The FY2021 City Budget approved on December 14 set aside \$35,000 (Community Development: 100-40-41-63700) in support of the DeKalb County Economic Development Corporation. The City of DeKalb was a founding member of the DeKalb County Economic Development Corporation in the late 1980s and has significantly benefited from the agency’s business attraction and retention efforts ever since. DCEDC is the strategic planning arm of DeKalb County government and continues to be a vital clearinghouse for business prospects and commercial brokers interested in development sites in our community and our planning area. The DeKalb city manager is automatically a member of the agency’s executive committee and the DeKalb mayor is an ex officio member of the board of directors.

The corporation’s role as an intake point or initial point of contact for industrial and commercial prospects is very valuable, as in the case of the Ferrara and Facebook projects. The organization’s ongoing administration of the DeKalb County Enterprise Zone and its surveys of county-wide business activity are also very important. Long-range planning in concert with all county communities is currently underway (the DeKalb County Thriving and Branding initiatives) and the City will substantially benefit from the comprehensive data it generates.

The City of DeKalb’s substantial funding commitment is only matched among public entities by the County of DeKalb, which contributed \$45,000 in FY2020.

**City Council approval is recommended.** ([Click here for additional information](#))

- 2. Resolution 2021-002 Authorizing a Funding Agreement with the DeKalb Chamber of Commerce in the Amount of \$35,000 for the Purpose of Facilitating Community Events Beginning January 1, 2021 through December 31, 2021.**

City Manager's Summary: In 2000 the City of DeKalb allocated \$15,000 to the Chamber to promote local tourism. This allocation became an annual grant and was accompanied by grants to the former Mainstreet DeKalb and Renew DeKalb as shown in the following table:

Year	Chamber Tourism	Mainstreet DeKalb	Renew DeKalb	Chamber Events Mgt.
2000	\$15,000			
2001	\$20,000			
2002	\$20,000			
2003	\$20,000	\$25,000		
2004	\$50,000	\$25,000		
2005	\$50,000	\$25,000		
2006	\$50,000		\$50,000	
2007	\$50,000		\$50,000	
2008	\$50,000		\$50,000	
2009	\$50,000		\$45,000	
2010			\$45,000	
2011			\$45,000*	
2012			\$45,000*	
2013				\$45,000
2014				\$45,000
2015				\$45,000
2016.5				\$22,500
2017				\$45,000
2018				\$45,000
2019				\$35,000
2020				\$35,000
<b>Total</b>	<b>\$375,000</b>	<b>\$75,000</b>	<b>\$330,000</b>	<b>\$317,500</b>

\*Indicates TIF funding.

In 2013, the annual grant was pegged to the estimated cost of a full-time Chamber employee engaged in events management, including the Farmer's Market. The Chamber has begun planning for 2021 events after a diminished role in 2020 owing to COVID-19 restrictions on event gatherings.

**City Council approval of a \$35,000 grant is recommended.** ([Click here for additional information](#))

**3. Resolution 2021-003 Authorizing a Tourism Agreement with the DeKalb County Convention and Visitors Bureau in the Amount of \$35,000 for Tourism Activities Beginning January 1, 2021 through December 31, 2021.**

City Manager's Summary: The FY2021 City Budget approved on December 14 also set aside \$35,000 (Community Development: 100-40-41-63700) in support of the DeKalb County Convention and Visitors Bureau. In the context of tough budget decisions early in 2019, the Council thought it was necessary to "right size" the city government, and felt it was appropriate to reduce the annual funding for the CVB from \$50,000 to \$40,000. The FY2020 City Budget further reduced the City allocation to \$35,000.

It should be noted that each municipal dollar is matched by a dollar from the Illinois Office of Tourism to support such events as the biannual IHSA high school football championships and IESA state wrestling championships, which were successfully held at NIU in 2019. These prime events have landed in DeKalb in alternate years since 2013. The CVB markets these and other events in DeKalb County through a variety of media, including the annual DeKalb County CVB Guide.

The City of DeKalb is a key beneficiary of this marketing, but at the same time contributes disproportionately as compared to the 14 municipalities in the county. In the period 2010 through 2020, the City of DeKalb contributed \$500,000 to the CVB including the \$35,000 in 2020. DeKalb County contributed \$15,000 in 2020, the City of Sandwich contributed \$5,500, and the Sycamore Chamber contributed \$5,000.

**The City Manager recommends a grant of \$35,000 to the CVB in FY2021.** ([Click here for additional information](#))

4. **Resolution 2021-004 Authorizing a First Amendment to the Retainer Agreement with Donahue and Rose, PC for Legal Services for the City of DeKalb to Reduce the Amount of the Monthly Retainer for Basic Services During the 2021 Fiscal Year.**

City Manager's Summary: The attached amendment proposed by John Donohue and Matt Rose, the principal partners in Donahue & Rose, PC, reduces the firm's monthly retainer from \$16,000 per month to \$15,000 per month for the 2021 calendar year. After the three-year contract expires at the end of 2021, the Parties may pursue other terms and conditions.

The 6.25% reduction in fees for basic legal services is welcome and appreciated under the present economic constraints. **City Council approval is recommended.** ([Click here for additional information](#))

5. **Resolution 2021-005 Authorizing the City Manager to Sign Agreements for Insurance Coverage Effective January 1, 2021 through December 31, 2021 in the Amount of \$578,428.**

City Manager's Summary: The City has received a renewal package for its worker's compensation and general liability insurance program.

In the area of general liability and property damage, an internal service fund (Fund 700) pays for costs incurred by employees injured on the job as well as property damage and the settlement of lawsuits brought against the City. The fund also pays for the services of an independent broker – Arthur J. Gallagher & Co. of Rolling Meadows – which annually searches the market for the broadest coverage at the most competitive rates. Finally, the fund pays for “excess” or “umbrella” coverage, that is, additional insurance for large claims above the City's estimated capacity for full coverage.

Employer contributions make up the principal source of revenue for this fund. In FY1994 the City became self-insured for workers compensation claims. From FY1994 through FY2012, the City had no excess or “umbrella” insurance coverage provided

by private carriers. Since May 1, 2012, the City has had a self-insured retention policy through Safety National Casualty Corporation for excess coverage.

Gallagher & Co. submitted its renewal package in early December after the City's budget had been presented. The renewal reflected a 36% jump in cost (from \$424,149 to \$578,428) owing to the following reported factors:

- Nationwide liability carriers encountered a dramatic increase in claims against law enforcement agencies in 2020, which prompted them to raise their rates. The City of DeKalb worked creatively in 2020 to build bridges rather than create tensions, but the national experience determines the risk parameters.
- Property claims borne by national carriers have risen sharply owing to massive fires and significant drought and flooding in 2020;
- A spike in cyber crime attacking persons working remotely in less protected digital environments also drove liability rates higher;
- Finally, the low bank interest-rate environment diminished returns for large carriers that build significant reserves and rely on substantial interest income.

The attachments portray the reported increases in various insurance lines, and the bids received. It does not appear at this late date that the City can do better by going out to the market again. However, **the City Manager recommends only a one-year extension, and an aggressive request for proposals from other brokerage firms in 2021 to test the market more favorably.** ([Click here for additional information](#))

**6. Resolution 2021-006 Authorizing a Grant Up to \$25,000 to the Kishwaukee Water Reclamation District for the Relocation of a Neighborhood Sewer Trunk Line at 217 Franklin Street.**

City Manager's Summary: At the last regular City Council meeting of December 28, 2020, the Council reached a unanimous consensus behind a participating share in the cost of the relocation of the neighborhood sewer that currently runs through the middle of the former DeKalb Clinic site. Under today's codes and ordinances, the sewer line must be relocated before the new owner, Safe Passage, can proceed with its redevelopment of the site. The City's share would be one-third of the relocation costs, but not to exceed \$25,000. The Kishwaukee Water Reclamation District (KWRD) and Safe Passage would each contribute shares equal to the City's contribution. The City's share will be paid from the Capital Projects Fund (400-00-00-83900).

**City Council approval is recommended.** ([Click here for additional information](#))

**7. Resolution 2021-007 Approving a Second Substantial Amendment to the Community Development Block Grant 2020-2024 Five Year Consolidated Plan / 2020 Annual Action Plan (One Year Use of Funds) for Program Year 27 (April 1, 2020 - March 31, 2021) Adding \$272,425 in Community Development Block Grant Cares Act Funds**

City Manager's Summary: The Coronavirus Aid, Relief, and Economic Security Act (CARES Act, Public Law 116-136) makes available \$5 billion in supplemental CDBG funding for grants to prevent, prepare for, and respond to coronavirus. The City has

been awarded a second allocation of \$272,425 in CDBG-CV funds. The CARES Act provides CDBG grantees with flexibilities that make it easier to use these funds. For instance:

- it authorizes HUD to grant waivers and alternative requirements including availability after a 5-day comment period for amendments (in place of the mandated 30-day requirement);
- grantees may use virtual public hearings when necessary for public health reasons; and
- the 15% cap on public services is suspended during the emergency if the CDBG-CV funds are used to prevent, prepare for, or respond to coronavirus.

As Community Services Coordinator Joanne Rouse writes in her background memorandum, the City is in a position to proceed with a second expansion of the 2020 Coronavirus Public Services contracts that were approved by City Council on July 27, 2020 because DeKalb has qualified for additional, supplemental CDBG funding. Specifically, the City will use \$272,425 of the second allocation of CDBG-CV funds plus the remaining \$46,899 in unallocated CDBG-CV #1 funds to expand public services to address local needs created by the coronavirus.

The City will also allocate \$100,000 in CDBG-CV #2 funding to expand and improve the 2018 Public Facilities Project to provide free Wi-Fi service to the Annie Glidden North Neighborhood and add \$5,000 to Administration to support the additional time and work related to implementing the new CDBG-CV funds. Included in this amendment is a minor adjustment to the 2020 regular allocation of CDBG funds due to a HUD calculation error. This resulted in a \$71 reduction in annual CDBG funding.

**City Council approval of this beneficial federal allocation is recommended.** ([Click here for additional information](#))

8. **Resolution 2021-008 Authorizing Conditional Approval of Agreements with DeKalb County Community Gardens (DCCG), Family Service Agency Community Action Program (CAP), Friends of the Regional Office of Education (ROE), and Voluntary Action Center (VAC) for Community Development Block Grant (CDBG) Year 2020 CARES Act Funding to Prevent, Prepare for, and Respond to the Coronavirus in the Amount of \$214,324.**

City Manager's Summary: The attached resolution authorizes the execution of agreements with local social agencies for CDBG Public Services CARES Act funding for Program Year 2020 (CDBG Year 27). The U.S. Department of Housing and Urban Development (HUD) issued a second allocation of \$272,425 in CARES Act funds to the City to prevent, prepare for, and respond to the coronavirus. HUD has suspended the cap of no more than 15% of the City's annual CDBG grant for Public Services funding and is allowing CDBG grantees to allocate additional funds to public service agencies to address local needs that are a result of the coronavirus pandemic. The use of CDBG funds for expanded public services and public facilities is the subject of Resolution 2021-007, above, and is part of the CDBG 2020–2024 Five-Year Consolidated Plan and 2020 Annual Action Plan by substantial amendment. Contracts for the local social services agencies are being presented to City Council for

conditional approval to expedite the distribution of the new funds. The contracts will not be signed until the approval of the Substantial Amendment is received from HUD.

Agency	Program Description	Recommended Funding
DeKalb County Community Gardens	Free Food Distribution to University Village Apartments and Westminster Presbyterian Church in the Annie Glidden North Neighborhood via Grow Mobile events.	\$ 30,324
Family Service Agency CAP	Rent/mortgage payment assistance. Utility payment assistance. Operating Expenses to provide increased services.	\$115,000 \$ 15,000 \$ 20,000
Friends of the Regional Office of Education	Distribution of free diapers to University Village Apartments and Westminster Presbyterian Church in conjunction with Grow Mobile food distributions.	\$ 4,000
Voluntary Action Center	Meals-on-Wheels home delivered meals for the elderly and people with disabilities.	\$ 30,000
<b>Total</b>		<b>\$214,324</b>

**City Council approval of the attached resolutions and additional CDBG-CARES Act grants in omnibus fashion is recommended.** [\(Click here for additional information\)](#)

**9. Resolution 2021-009 Authorizing the Waiver of Competitive Bidding and Approving the Purchase of Water Meters and Radio Transmitters from Badger Meter Inc. and Core and Main in an Amount Not to Exceed \$80,000.**

City Manager's Summary: Bryan Faivre, Director of Utilities and Transportation, requests Council approval for the purchase of up to \$80,000 in water meters and radio transmitters from two companies, Badger Meter, Inc. and Core & Main. The Council's approval will allow for the on-going replacement and maintenance of aging water meters and non-functioning radio devices and the purchase of new water meters. This will help ensure the accurate and efficient gathering of water meter readings and the proper billing of water use consumption to the City's customers.

Due to the proprietary nature of the meter radio transmitters, mobile drive-by reading equipment and billing software applications, Mr. Faivre has requested the waiver of competitive bidding. He estimates that of the \$80,000 budgeted in FY2021 (620-00-00-85100), approximately \$60,000 will be spent on purchases of Badger water meters and Orion radio devices, and the remaining \$20,000 will be spent on Sensus-brand water meters purchased through Core & Main.

**City Council approval is recommended.** [\(Click here for additional information\)](#)

**K. ORDINANCES – SECOND READING**

None.

**L. ORDINANCES – FIRST READING**

**1. Ordinance 2021-001 Amending Chapter 59 “Economic Development Commission”, Section 59.01 “Commission Created”, Subsection G “Meetings”.**

City Manager's Summary: The City's Economic Development Commission has chosen to move to a bimonthly schedule (i.e. every other month), effective January 1, 2021. The attached ordinance amends the City Code accordingly. Presently, the City of DeKalb supports 15 boards and commissions, only seven (7) of which are required by state statute (Planning & Zoning, TIF JRB, Foreign Fire Insurance, Police Pension, Fire Pension, Library, and Board of Fire and Police Commissioners). The City administrative staff is not large enough to provide consistent support on a monthly basis for all of these boards and commissions, which requires meeting attendance, minute-taking and preparation, topical research, etc. Other and more substantial reasons exist for staffing increases among the City's essential workers (e.g., Fire, Police, Public Works) before further administrative support will be recommended.

**City Council approval is recommended.** [\(Click here for additional information\)](#)

**2. Ordinance 2021-002 Amending Chapter 65 "Citizens' Community Enhancement Commission" by Adding New Section 65.05 "Meetings".**

City Manager's Summary: The City's Citizen's Community Enhancement Commission has chosen to move to a bimonthly meeting schedule as well. The attached ordinance amends the City Code accordingly.

**City Council approval is recommended.** [\(Click here for additional information\)](#)

**3. Ordinance 2021-003 Approving a Special Use Permit for a Parking Lot as a Principal Use when Located Within 300 Feet of the Use Served (1030 E. Locust Street – Nehring Electrical Works).**

City Manager's Summary: The petitioner, Scott Dillon representing Nehring Electrical Works Company, is requesting a special use permit to establish a 20-space parking lot at 1030 E. Locust Street (southwest corner of E. Locust and N. 11th Street). The site is zoned "SFR2" Single-Family Residential District and a special use permit is required for a parking lot as a principal use when located within 300 feet of the use served.

A home previously existed on the subject lot and was demolished in 2012, the same year the petitioner purchased the property. Nehring Electrical Works produces wire and cable products and is located in a total of seven buildings along the north and south sides of E. Locust Street. The firm also has a building north of the Union Pacific tracks. An aerial map is provided in the Council's packet showing the uses for each of the buildings. Nehring needs additional parking as the result of business growth in their operations. They have limited space for the outside storage of electrical wire spools as well as employee or guest parking.

Nehring is currently using the former parking lot and detention area in front of building #4 (1105 E. Locust Street) to store large steel spools that were previously stored at the corner of N. 7th Street and E. Locust Street. Storing the reels in front of building #4 has greatly reduced the need to transport the reels between Nehring's facilities, which had previously caused issues along E. Locust Street. In addition, the storage of the spools in a location less visible to the public is an improvement. Some of the steel spools have also been placed inside the various Nehring buildings.

The City issued a permit in the summer of 2020 to Nehring to allow the temporary storage of electric wire spools on the subject lot. The site was graded, aggregate (gravel) was added, and a catch basin was installed and tied into the storm sewer network on N. 11th Street. The wire spools were removed from the lot a few months ago. The applicant plans to pave and stripe the lot per the UDO standards and to reserve it for employee parking. It will not be used for truck parking or staging, and a condition is recommended in the approval to prohibit larger trucks. However, trucks will occasionally need to back up into one of the Nehring docks on the north side of E. Locust Street.

The new 20-space parking lot will help reduce the on-street employee parking along E. Locust Street which inhibits safe traffic flow. Parking is generally restricted to one side of E. Locust Street except for the section between N. 8th Street and N. 9th Street where it is allowed on both sides. Parking is also allowed along both sides of N. 11th Street between E. Lincoln Highway and E. Locust Street. Nehring Electrical has about 150 total employees with 70 on the first shift and 40 on the second and third shifts. There are approximately 45 parking spaces in front of building #3 and about 46 on-street spaces along E. Locust St. between N. 8th Street and N. 11th Street.

The proposed parking lot will contain 20 parking spaces and will have one-way access from E. Locust Street with vehicles exiting to the alley to the south. The spaces will be on a 45-degree angle and meet the dimensional requirements outlined in the UDO. The width of the driving aisle will be 17 feet, which exceeds the minimum in the UDO of 12.5 feet. The additional width is needed to allow trucks to occasionally “nose in” from E. Locust St. and back up into one of the Nehring docks on the north side of Locust Street. A six-foot high wooden privacy fence will be added along the west lot line meeting the screening requirements in the UDO for a parking lot next to a residential property. The petitioner had previous discussions with the property owner to the west (1024 E. Locust St.) and they preferred the fence over landscape screening. There will be no lights in the parking lot, which will make it more compatible with the adjacent residents. A streetlight is located at the southeast corner of N. 11th Street and E. Locust Street and along the east side of N. 11th across from the alley. Additionally, the parking lot will add value to the neighborhood by providing weekend parking for the Kishwaukee Kiwanis Park which lies to the south of the lot.

At the regular meeting of the Planning and Zoning Commission on January 4, the Commission voted 6-0 to recommend the special use permit with the three conditions outlined in Principal Planner Dan Olson’s background memorandum. The Commission also added a condition: the addition of a “Left Turn Only” sign at the south end of the parking lot so vehicles exit the alley at N. Eleventh Street.

**City Council approval of the Planning and Zoning Commission recommendation is requested.** ([Click here for additional information](#))

## **M. REPORTS AND COMMUNICATIONS**

- 1. Council Member Reports**
- 2. City Clerk Report**
- 3. City Manager Report**

**N. EXECUTIVE SESSION**

- 1. Approval to Hold an Executive Session in Order to Discuss Pending or Imminent Litigation as Provided for in 5 ILCS 120/2(c)11.**

**O. ADJOURNMENT**

**[FULL AGENDA PACKET](#)**