

AGENDA
Municipal Services Committee
July 25, 2011
6:30 P.M. – Council Chambers

- 1. Call to Order & Roll Call**
- 2. Establishment of Quorum**
- 3. New Business**
 - a. Ordinance – 1041 S Frontage Rd, Great Dane Subdivision** – Petitioner seeks approval of a Plat of Subdivision
 - b. Resolution** – Authorizing the Mayor and City Clerk to execute a contract with North Suburban Asphalt Maintenance in an amount not to exceed \$56,700.00 for the 2011 Crack Fill Program
 - c. Request** – Street Light installation at the corner of Warwick and Janet Avenues and Warwick and Walnut Avenues
 - d. Discussion** – Ditch Rating System
 - e. Discussion** – Mechanic Position
 - f. Minutes** – July 5, 2011 – Municipal Services Committee
- 4. Director's Report**
 - a.** Development Review Process
 - b.** Salt Storage billing summary
- 5. Next scheduled meeting** – August 15, 2011.
- 6. Adjournment**

AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
MEETING DATE: July 25, 2011

Issue Statement

PZC 2011-07: **1041 S. Frontage Road, Great Dane Subdivision:** Petitioner seeks approval of a plat of subdivision.

Applicable Regulations: Subdivision Regulations: Section 5B

General Information

Petitioner: City of Darien
Municipal Services Department
1041 S. Frontage Road
Darien, IL 60561

Property Owner: City of Darien
1702 Plainfield Road
Darien, IL 60561

Property Location: 1041 S. Frontage Road

PIN: 09-34-303-026

Existing Zoning: I-1 General Industrial District

Existing Land Use: Municipal public works facility

Surrounding Zoning and Land Use:

North: I-1 General Industrial District, I-55 - expressway.
South: R-1 Single-Family Residence District (DuPage County) – forest preserve.
East: R-2 Single-Family Residence District (DuPage County) – single-family home.
West: I-55 and Cass Avenue interchange - expressway.

Comprehensive Plan Update: Industrial

History: In 2004, a plat of subdivision was approved creating 3 lots out of the property owned by the City, which included the Municipal Services facility as well as land to the east. One of those lots was sold.

Size of Property: 6.51 acres
Floodplain: None.
Natural Features: None.
Transportation: Property has frontage on S. Frontage Road.

Documents Submitted

This report is based on the following information submitted to the Community Development Department by the petitioner:

1. Plat of Subdivision, 2 sheets, prepared by Christopher B. Burke Engineering, Ltd., dated May 25, 2011.

Planning Overview/ Discussion

The proposed plat of subdivision subdivides the City's Municipal Services property into two lots. Lot 2, indicated on the plat, will be sold to Great Dane. Great Dane plans to purchase this lot, as well as the property to the north and south of Lot 2, in order to relocate their business from Woodridge.

In 2010, the Zoning Ordinance was amended to permit semi-truck, semi-trailer and bus sales within the I-1 zoning district, the intended use by Great Dane.

On the proposed plat:

- Lot 1: 2.711 acres, contains the City's Municipal Services facility
- Lot 2: 3.799 acres, will be sold to Great Dane

A development plan for Great Dane has not been submitted at this time. The City may need to amend the Zoning Ordinance and grant variations related to the site plan, once those details are provided. Staff has been working with this business to facilitate their relocation.

Staff Findings/Recommendations

Staff supports the proposed plat of subdivision. Therefore, staff recommends the Planning and Zoning Commission make the following recommendation:

Based upon the submitted petition and the information presented, the request associated with PZC 2011-07 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission recommend approval of the petition.

Planning and Zoning Commission Review – July 6, 2011

The Planning and Zoning Commission considered this matter at its meeting on July 6, 2011. The following members were present: Beverly Meyer – Chairperson, Donald Hickok, John Lind, Raymond Mielkus, Kenneth Ritzert, Susan Vonder Heide, Michael Griffith – Senior Planner, Elizabeth Lahey – Secretary.

Members absent: Gloria Jiskra, Ronald Kiefer, Pauline Oberland.

Michael Griffith, Senior Planner, reviewed the staff agenda memo. He explained the proposed lot split. He explained that the City is selling off a portion of City owned land for a business to relocate from Woodridge to Darien. He stated the buyer is assembling land to accommodate their needs.

The Commission asked if the lot being retained by the City for the public works facility was adequate to meet the City's needs.

Mr. Griffith stated that the land being used by the City is not changing with this plat, so that in essence, the plat reflects the City's facility needs. He stated that Dan Gombac, Director, Community Development/Municipal Services is on board with this plat.

Chairperson Meyer asked about stormwater management.

Mr. Griffith stated that changes to the site are not being proposed at this time, only the plat. He stated they will likely submit a plan for what they want to do on the property and it will be reviewed. He stated that regardless, stormwater management will be reviewed by the City Engineer.

Commissioner Ritzert stated he wanted a presentation from the City on the need for the plat.

There was not anyone from the public to offer comments.

Without further discussion, Commissioner Hickok made the following motion, seconded by Commissioner Vonder Heide:

Based upon the submitted petition and the information presented, the request associated with PZC 2011-07 is in conformance with the standards of the Darien City Code and, therefore, I move the Planning and Zoning Commission recommend approval of the petition.

Upon a roll call vote, the MOTION CARRIED by a vote of 5-1.

Aye: Meyer, Hickok, Lind, Mielkus, Vonder Heide

Nay: Ritzert

Municipal Services Committee – July 25, 2011

Based on the Planning and Zoning Commission's recommendation, staff recommends the Committee make the following recommendation to approve the plat of subdivision:

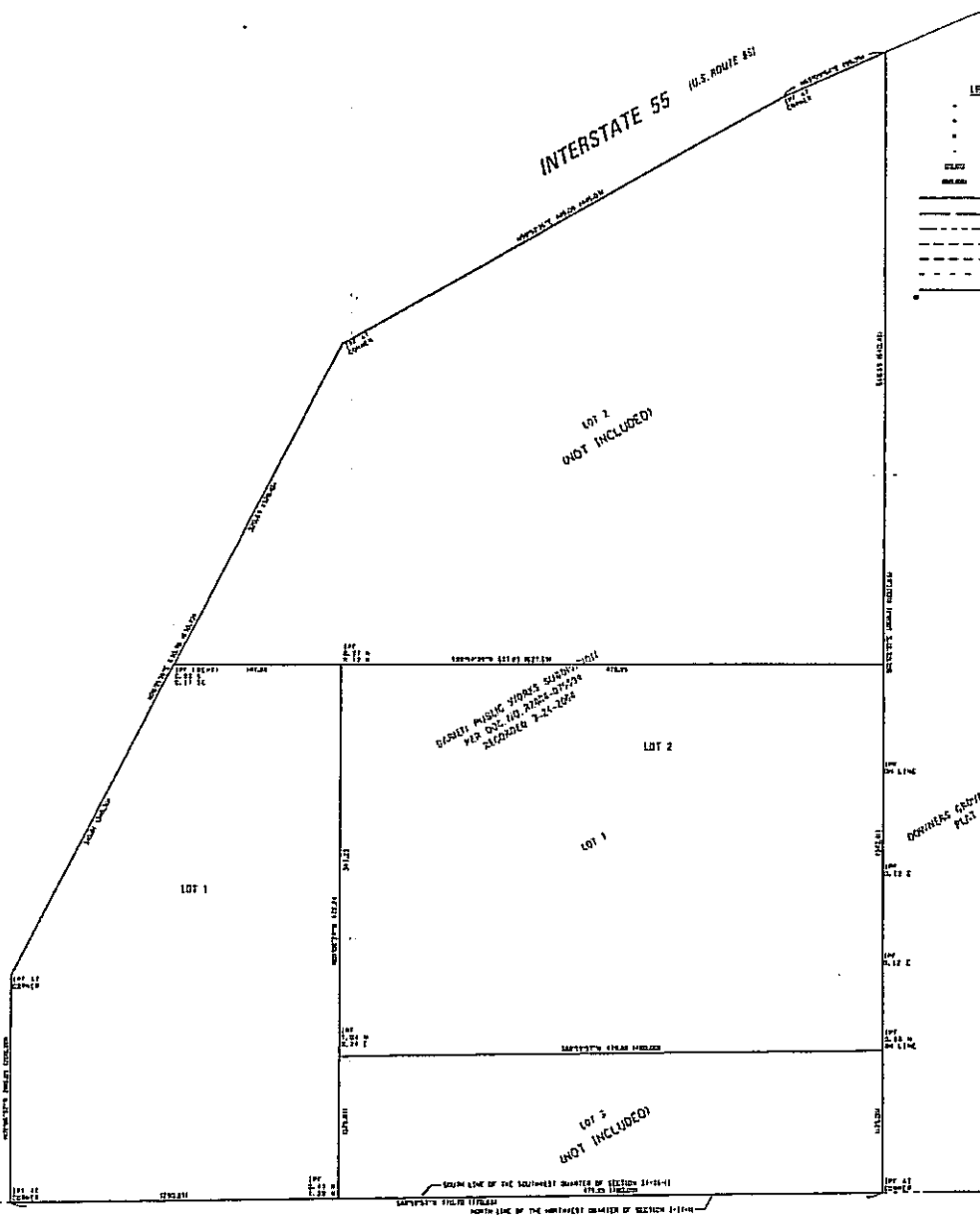
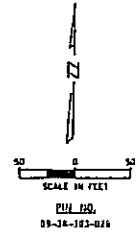
Based upon the submitted petition and the information presented, the request associated with PZC 2011-07 is in conformance with the standards of the Darien City Code and, therefore, I move the Municipal Services Committee recommend approval of the petition.

Decision Mode

The Planning/Zoning Commission considered this item at its meeting on July 6, 2011.

The Municipal Services Committee will consider this item at its meeting on July 25, 2011.

GREAT DANE SUBDIVISION



LEGEND

---	WALL SET
---	12" W.P. PIPE SET
---	6" W.P. PIPE SET
---	12" W.P. PIPE TRENCH (PT)
---	SEWERAGE
---	WATER
---	PROPERTY LINE
---	P.A.L. LINE
---	SECTION LINE
---	BUILDING SETBACK LINE
---	EASEMENT LINE
---	UNIMPROVED EASEMENT LINE
---	IMPROVED PROPERTY LINE

- GENERAL NOTES:**
- ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF.
 - ALL WALL BUILDING LINE SETBACKS AND EASEMENTS WHICH ARE SHOWN ON THIS PLAN SHALL BE CONSIDERED TO BE SHOWN HEREON, UNLESS TO THE CONTRARY, TITLE REQUIREMENTS AND LOCAL ORDINANCES FOR OTHER JURISDICTIONS.
 - CONFORMANCE WITH ALL CITY ORDINANCES SHALL BE THE SOLE RESPONSIBILITY OF THE OWNER.
 - NO DIMENSIONS SHALL BE DERIVED FROM SCALE REPRESENTATION.
- EXPLANATORY NOTES:**
- DIMENSIONS ARE BASED ON THE ILLINOIS CHANGING SURVEY SYSTEM (1848) CORNER.
 - THIS SURVEY IS SUBJECT TO MATTERS ON FILES WHICH ARE OR MAY BE RECORDED BY A COUNTY TITLE OFFICE.
 - PROPERTY IS SUBJECT TO RIGHTS OF THE PUBLIC AND STATE OF ILLINOIS, AND THE MUNICIPALITY IN WHICH THIS PART OF THE LAND IS LOCATED, IN RESPECT TO THE USE OF THE LAND.
 - THIS SURVEY IS BASED ON FIELD NOTES RECORDED ON 1-1-2011.

PARCEL 3
FOREST PRESERVE DISTRICT
WADSWORTH PLAN NO. 8
PER DOC. NO. 2008-00708
RECORDED 7-24-2008

THIS CASE
LOT 1 - IDENTICAL TO PLAN NO. 1
LOT 2 - IDENTICAL TO PLAN NO. 2
GREAT DANE SUBDIVISION (PER CITY RECORDS OF 1998)

CHRISTOPHER B. BURKE ENGINEERING, LTD.
3975 West Higgins Road, Suite 600
Rosemont, Illinois 60018
18411 621-0500

GREAT DANE SUBDIVISION
IN
CITY OF DARIEN, ILLINOIS
PREPARED FOR
CITY OF DARIEN

DATE:	DS-25-11	PROJECT NO.:	95373110-1
DRW.:	AJL/JJS	SHEET:	1 OF 2
CHKD.:	JMM	DRAWING NO.:	SLM373110-1
SCALE:	1"=100'		

GREAT DANE SUBDIVISION

STATE OF ILLINOIS

CITY OF DARIEN, ILLINOIS
 COUNTY OF DAKE, ILLINOIS
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CITY OF DARIEN

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CHRISTOPHER B. BURKE ENGINEERING, LTD.
 3575 West Higgins Road, Suite 600
 Rosemont, Illinois 60018
 (630) 523-0500

GREAT DANE SUBDIVISION
 IN
 COUNTY OF DARIEN, ILLINOIS
 PREPARED FOR
 CITY OF DARIEN

CALL	AJM	PROJECT NO.
DATE	1/15/18	112234140
SHEET	1	SHEET 3 OF 3
SCALE	1"=10'	DRAWING NO.
DATE	05-23-18	112234140-7

AGENDA MEMO
Municipal Services Committee
July 25, 2011

ISSUE STATEMENT

A resolution authorizing the Mayor and City Clerk to execute a contract with North Suburban Asphalt Maintenance in an amount not to exceed \$56,700 for the 2011 Crack Fill Program.

BACKGROUND/HISTORY

The FY 11/12 Budget includes funds for the 2011 Crack Fill Program. Crack sealing is a routine maintenance treatment that will significantly delay roadway deterioration. The sealing material is applied into the cracks before they become too large and before the freeze-thaw cycles have an opportunity to shift the pavement and develop larger cracks (alligatoring). Flexible rubberized asphalt sealants bond to crack walls and move with the pavement, preventing water from entering the road base. The life of the road is extended and maintenance costs greatly reduced over time.

The scope of the program includes all cracks to be routed with a low dust mechanical router to a depth of 3/4" and a width of 3". Upon completion of the routing, all dirt, debris, and water shall be removed from the cracks. The method of removal is completed by utilizing a blow pipe which blows compressed air from a pull behind conventional air compressor. The crack is then filled with a rubber sealant which is feathered to a width of approximately 3-inches in width. Attachment 1 is the proposed schedule for the Crack Fill Program.

Sealed bids were opened on July 7, 2011 at the Darien City Hall. Staff had received 3 competitive bids for the Crack Sealing Program. See attached bid tally labeled as Attachment 2. Staff is requesting a 5% pound contingency in the event additional cracks are identified in the field.

VENDOR	BASE COST	CONTINGENCY	BID RESULTS WITH CONTINGENCY
North Suburban Asphalt Maintenance	\$53,847.36	\$2,852.64	\$56,700.00
Professional Paving and Concrete	\$74,788.00	\$3,962.00	\$78,750.00
SKC Construction	\$56,411.52	\$2,988.48	\$59,400.00

The proposed Crack Sealing Program would be funded from the following FY11-12 Budget:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 11-12 BUDGET	YEAR TO DATE EXPENDED	PROPOSED EXPENDITURE	PROPOSED BALANCE
25-35-4382	CRACK FILL PROGRAM	\$74,250.00	-0-	\$ 56,700.00	\$ 17,550.00

STAFF RECOMMENDATION

Staff recommends approval of the proposed resolution. The proposed vendor, North Suburban Asphalt Maintenance has provided services for the City of Darien in 2009 and 2010 with satisfactory results.

ALTERNATE CONSIDERATION

As directed by the Municipal Services Committee.

DECISION MODE

This item will be placed on the August 1, 2011 City Council agenda for formal consideration.

ATTACHMENT 1

2011 CRACK SEAL PROGRAM-SCHEDULE A

STREET	LIMIT	POUNDS
Parkview Dr	Beller-83rd	1456
Grandview Ln	Drover-Limit	889
Spring Green Dr	Beller-Parkview	1294
Willowcreek Ln	Bailey-Evergreen	1100
Winterberry Ln	Bailey-Evergreen	867
Oakley Dr	Golfview-Lakeview	167
Golfview Dr	Oakley-Sawmill	267
Sawmill Creek Dr	Golfview-Lakeview	307
Dickens Cir	Lakeview -Limit	147
Marco Ct	Bailey- Limit	167
Hinswood Dr	Cass-Limit	373
Bayberry Ln	Exner-Limit	387
Walden Ln	Exner-71st	440
Grant St	Adams-75th	333
Fairview Ave	75th-Manning	1400
Surrey Dr	Bedford-Green Valley	778
Bedford Ln	Surrey To Barclay	367
Barclay Rd	Bedford-Green Valley	967
Marlborough Ln	Bedford-Wakefield	1106
Norman Ct	Williams-75th	490
Darien Club Dr	Cass- Fairview	1973
Sweetbriar Ln	Darien Club-Fairview	667
Tall Pines Dr	Cass-67th	1331
Bavarian Ln	Tall Pines-Limit	433
Sean Cir	67th-Limit	1417
Bentley Ave	67th-Limit	722
Chestnut Ln	Charleston-Richmond	376
Sierra Dr	71st-69th	450
Sierra Ct	Sierra-Limit	100
Bunker Rd	Seminole-Timber	500
Richmond Ave	72nd- Seminole	3267
Willow Ln	Seminole-Belair	1350
Bentley Ave	72nd-73rd	333
73rd Street	72nd-Tennessee	278
72nd Street	Plainfield-72nd	2000
Crest Rd	67th St-Holly	500
Dale Rd	67th-68th	860
Elm St	Clarendon Hills Rd-Rt83	4267
Sawyer Ct	Sawyer -Limit	346
Wittington Ct	Portsmouth- Limit	278
High Point Cir	Frontage - Limit	1750
79th St	Cass-Farmingdale	6240
Sub Total Pounds		42736
Contingency-Pounds		2264
Total Pounds		45000

**2011 Crack Seal Program
Bid Tally**

ATTACHMENT 2

VENDOR	North Suburban Asphalt Maintenance		Professional Paving and Concrete Co.		SKC Construction	
	PO Box 497 Park ridge, Il 60068	847-696-1231	1N282 Parl Blvd	630-469-8055	P.O. Box 503 West Dundee, Il 60188	847-214-9800
DESCRIPTION	QUANTITY- POUNDS	UNIT PRICE	TOTAL COST	QUANTITY	UNIT PRICE	TOTAL COST
CRACK ROUTING AND SEALING	42,736	\$ 1.26	\$ 53,847.36	42,736	\$ 1.75	\$ 74,788.00
CONTINGENCY	2,264	\$ 1.26	\$ 2,852.64	2,264	\$ 1.32	\$ 2,988.48
TOTAL COST			\$ 56,700.00			\$ 78,750.00
						\$ 59,400.00

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A CONTRACT WITH NORTH SUBURBAN ASPHALT MAINTENANCE IN AN AMOUNT NOT TO EXCEED \$56,700.00 FOR THE 2011 CRACK FILL PROGRAM

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: The City Council of the City of Darien hereby authorizes the Mayor and City Clerk to execute a Contract with North Suburban Asphalt Maintenance in an amount not to exceed \$56,700.00 for the 2011 Crack Fill Program, a copy of which is attached hereto as "Exhibit A" and is by this reference expressly incorporated herein.

SECTION 2: This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 1st day of August 2011.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY THE MAYOR OF THE CITY OF DARIEN, DU PAGE COUNTY, ILLINOIS, this 1st day of August 2011.

KATHLEEN MOESLE WEAVER, MAYOR

ATTEST:

JOANNE E. RAGONA, CITY CLERK

APPROVED AS TO FORM:

CITY ATTORNEY

Contract

1. THIS AGREEMENT, made and concluded the _____ day of _____ between the _____ City of _____ Darien acting by and through its _____ City Council known as the party of the first part, and _____ his/their executors, administrators, successors or assigns, know as the party of the second part.

2. Witnesseth: That for and inconsideration of the payments and agreements mentioned in the Proposal hereto attached, to be made and performed by the party of the first part, the party of the second part agrees with said party of the first part as his/their own proper cost and expense to do all the work, furnish all materials and all labor necessary to complete the work in accordance with the plans and specifications hereinafter described, and in full compliance with all of the terms of this agreement and the requirements of the Engineer under it.

3. And it is also understood and agreed that the Notice to Contractors, Special Provisions and Proposal hereto attached are essential documents of this contract and are a part hereof.

4. IN WITNESS WHEREOF, the said parties have executed these presents on the date above mentioned.

Attest:

The _____ of _____

By _____ Mayor

City Clerk

(Seal)

(If a Corporation)

Corporate Name _____

By _____ President Party of the Second Part

(If a Co-Partnership)

Attest:

Secretary

Partners doing Business under the firm name of _____

Party of the Second Part

(If an individual)

Party of the Second Part

MATERIALS SUMMARY			
Item	Quantity	Unit Price	Amount
Crack Routing & Filling	45,000 pounds	1.26	56,700
Total Cost			56,700

The undersigned agrees to furnish any or all of the above materials upon which prices are bid at the above bid unit prices subject to the following conditions.

(1) It is understood and agreed that the current Standard Specifications for Road and Bridge Construction adopted by the Department of Transportation shall govern insofar as they may be applied and insofar as they do not conflict with the special provisions and supplemental specifications attached hereto.

(2) It is understood that quantities listed are approximate only and that they may be increased or decreased as needed to promptly complete the work at the above unit price bid.

(3) Delivery in total or partial shipments as ordered shall be made within the time specified in the special provisions or by the terms of acceptance at the point and in the manner specified in the "MATERIAL QUOTATIONS". If delivery on the job site is specified, it shall mean any place or places on the road designated by the awarding authority or its authorized representative.

(4) The undersigned firm certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, nor has the firm made an admission of guilt of such conduct which is a matter of record, nor has an official, agent or employee of the firm committed bribery or attempted bribery on behalf of the firm and pursuant to the direction or authorization of a responsible official of the firm. The undersigned firm further certifies that it is not barred from contracting with any unit of State or local government as a result of a violation of State laws prohibiting bid-rigging or bid-rotating.

Bidder North Suburban Asphalt maint.

By De Harrow


Address P.O. Box 497 Park Ridge Ill
60068

Title President

Telephone Office 847-696-1231

Fax 847-696-1314

E-mail AI@NorthSuburbanAsphalt.com

Accepted By: 

Date: 7-6-2011

Date: _____

AGENDA MEMO
Municipal Services Committee
July 25, 2011

Issue Statement

Consideration of a request to install two (2) street lights in an amount not to exceed \$7,778.25 at the following locations:

Southeast corner of Warwick Avenue and Janet Avenue
Northeast corner of Warwick Avenue and Walnut Avenue

Background/History

The Department received a petition (see attached) requesting the City to purchase and install two (2) street lights at the following locations:

Southeast corner of Warwick Avenue and Janet Avenue
Northeast corner of Warwick Avenue and Walnut Avenue

See attached map labeled as Attachment 1. The petition, labeled as Attachment 2, stated that the proposed street light would provide security, pedestrian and motorist safety lighting for a residential area in the roadway. There are no residents in opposition to the streetlights. Gaffney's PMI is the 2011 awarded street light vendor for the City and the unit prices are reflective of the contract. There have been no accidents within the last three years at either intersection. Please note two stop signs were removed last year per the most recent traffic study for northbound and southbound traffic on Warwick Avenue at Walnut Ave.

The proposed expenditure would be expended from the following account:

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 11/12 BUDGET	YEAR TO DATE SCHEDULED EXPENDITURE	PROPOSED EXPENDITURE	PROPOSED BALANCE
01-30-4359	STREET LIGHTS	\$12,000.00	\$ -0-	\$ 7,778.25	\$ 4,221.75

Staff Recommendation

Staff recommends the request to install two (2) street lights in an amount not to exceed \$7,778.25 at the following locations:

Southeast corner of Warwick Avenue and Janet Avenue
Northeast corner of Warwick Avenue and Walnut Avenue

Alternate Consideration

As directed by the Municipal Services Committee.

Decision Mode

To be determined.

PETITION RECEIVED

July 13, 2011

NEW STREET LIGHT ACKNOWLEDGEMENT FORM

Approved for FY11/12 Budget

LOCATION OF WORK	1. South East Corner of Warwick Ave and Janet Ave 2. North East Corner of Warwick Ave and Walnut Ave			
ITEM	ITEM INDICATION	CONTRACT UNIT PRICING 2011	QUANTITY	TOTAL COST
CONCRETE LIGHT POLE 250 WATT HPS		\$ 2,410.00		\$ -
ALUMINUM LIGHT POLE 250 WATT HPS	X	\$ 2,436.00	2	\$ 4,872.00
UNIDUCT-WITH CABLE	X	\$ 7.75	375	\$ 2,906.25
TOTAL PROJECT COST				\$ 7,778.25
ACKNOWLEDGED BY				
DATE				
CONTACT TELEPHONE NO:				

RESIDENT CONTACT:	Raymond Wood
ADDRESS:	7624 Warwick Avenue
PHONE NUMBER:	630-493-0286
E-MAIL ADDRESS:	

CITY USE	
APPROVED ON	
BY ORDER OF:	
COM ED NOTIFIED ON:	07/13/11
COM ED CONTACT:	Juanita Zeiveigelt
COM ED TX:	630-985-0569
COM ED JOB NO:	036-31-39182
COM ED NOTIFIED BY:	Dan S
ACCOUNT NO:	



PETITION

REQUEST FOR STREET LIGHT

The undersigned residents request the City of Darien to consider installing a street light at STREETLIGHT CORNER OF JANET AND WARWICK
STREETLIGHT CORNER OF WALNUT AND WARWICK

The reasons for the street light request are the following:

1. UNSAFE FOR WALKERS AND PETS
2. DARK NO VISIBILITY DRIVERS CANNOT SEE
3. PEDESTRIANS

Name of petition circulator: RAYMOND WOOD

Address: 7624 WARWICK

Home Phone No. 630 493 0286 ^{CELL} 630 460 6859 _{WORKS}

Signatures In Favor

Signatures Opposed

Name [Signature]

Name _____

Address 7624 Warwick

Address _____

Name RAYMOND B WOOD JR

Name _____

Address 7624 WARWICK AVE

Address _____

Name [Signature]

Name _____

Address 7628 Warwick

Address _____

Name [Signature]

Name _____

Address 7624 Warwick

Address _____

Signatures In Favor

Signatures Opposed

Name James M. McCall

Name _____

Address 7625 Warwick Ave

Address _____

Name Bill Cronach

Name _____

Address 7701 WARWICK

Address _____

Name Lynn Gronowold

Name _____

Address 7701 Warwick

Address _____

Name Cathy Gronowold

Name _____

Address 7701 W WARWICK

Address _____

Name Nicole Breckinridge

Name _____

Address 7706 WARWICK AVE

Address _____

Name IRGA ASTRAUSKAS

Name _____

Address 1010 HALLOW DR.

Address _____

Name Thomas VILKAUSKAS

Name _____

Address 7613 WARWICK AVE

Address _____

Name VIKTORIJA VILKAUSKAS

Name _____

Address 7613 WARWICK AVE

Address _____

Signatures In Favor

Signatures Opposed

Name Rachel M. [unclear]

Address 1018 [unclear] Ave

Name Rachel Kautig

Address 1406 Seaside 1A

Name Joe Deccio

Address 7618 Dalmia Ave

Name [unclear]

Address 1086 [unclear]

Name Debbie [unclear]

Address 1086 [unclear]

Name Mary Sedgewick

Address 126 Janet Ave

Name Carl [unclear]

Address 1102 [unclear]

Name [unclear]

Address 1102 [unclear]

Name _____

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Name _____

Address _____

Name _____

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Name _____

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Name _____

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Name _____

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Name _____

Address _____

* more yield can be made
if car is 35mph
4.

Signatures In Favor

Signatures Opposed

Name MIGUEL MHO

Name _____

Address 7612 WARWICK AVE

Address _____

Name Gloria Mho

Name _____

Address 7612 Warwick Ave

Address _____

Name Kim McGinnoss

Name _____

Address 1105 Laurel Ave

Address _____

Name CHRIS SWAIM

Name _____

Address 7702 WARWICK AVE

Address _____

Name Shari O'Neal

Name _____

Address 7008 Brookhaven Ave

Address _____

Name Michael Orzell

Name _____

Address 1009 Walnut 60561

Address _____

Name Haralambos Tsihlopoulos

Name _____

Address 7605 Warwick Ave

Address _____

Name _____

Name _____

Address _____

Address _____

DITCH RATING SYSTEM FOR THE CITY OF DARIEN

The following report relates to the rural drainage ditches and associated infrastructure. The scope of this report focuses on replacement and clearing of ditches, culverts, under drains, horizontal drains and other elements of the storm water drainage system. Also implemented is Best Management Practices (BMP) such as soil stabilization using vegetation or rock on stream banks, slopes, benches or ditches.

The drainage ditches are maintained to avoid obstruction and maintain optimal storm water flow. Roadside ditches should be large enough, and have adequate relief drain spacing, to carry runoff from storms. The storm water needs to be drained away from roadways, thus eliminating premature failure of the surface and sub base. Ditch gradient between 2 and 8 percent slopes are usually better performers. Slopes greater than 8 percent provide runoff waters with too much momentum and erosive force and will require more ditch relief. Slopes of less than 2 percent drain water too slowly, or not at all. The staff continues to implement a 2% slope criteria.

The City began block ditch drainage projects in 2006. There are approximately 29 lane miles of ditches, and the City has completed 4.12 miles to date. At the current rate, the drainage ditch projects would be completed by 2023/2024. Attached, is the latest ditch catalogue produced by staff. The goal is to maintain and replace culverts and ditches, before they contribute to flood damage on roads and adjacent structures. The Department continues to gather information regarding the inventory of the existing ditches and compiles work orders on complaints of ditches. Many agencies have no formal system in place and consequently find themselves reacting to immediate or impending problems, rather than proactively managing maintenance and replacement.

During the past several years the Ditch Drainage Projects practice was targeted in conjunction with the Road Maintenance Program. In other words, a drainage project for the rural block would be completed the year prior to the scheduled resurfacing of the road. While the practice has its merits, there are existing ditches that require immediate attention and due to the practice are hindered. At the same time there is a domino effect that if a ditch project is not funded the year prior to the resurfacing of the roadway, the roadway will be postponed until the drainage project could be completed. Staff suggests that the drainage and resurfacing projects be scheduled in subsequent years.

Recently, and due to the state of the economy, there have been discussions regarding the practice of the Ditch Drainage Projects. The discussions continue to focus on the criteria utilized or lack of a point rated system. The criteria in use today consists of the following:

Top Priority- Foremost importance to complete an unimproved ditch prior to road reconstruction to avoid future damage to road caused by ditch reconstruction or sheet flow of storm water through a roadway.

High Priority - Replacement of deteriorated infrastructure and/or improvement of storm water drainage which directly affects properties or impacts residents. This category also includes safety concerns such as icing and ongoing ponding/drainage concerns.

Low Priority- General Maintenance and repair of storm water drainage infrastructure, which may affect properties and roadways.

The staff has completed research and is suggesting a revised methodology to be utilized for all Drainage Projects. The revised method would be a rating scale similar to the road program and consist of the following.

1. The roadway has been scheduled for a resurfacing project in 2 years.

Rating 0 - Not scheduled within the 2-year time frame

5 - Scheduled within the 2 year time frame

2. Ditches are inundated with storm water after 24 hours due to negative ditch storm water conveyance. Documentation required for the events of inundation through the work order system.

Rating 0 - No ditches affected

3 - 25% ditches affected

6 - 50% ditches affected

9 - 75% or more ditches affected

3. Roadways are inundated with storm water after 24 hours due to negative ditch storm water conveyance. Documentation required for the events of inundation through the work order system.

Rating 0 - No ditches affected

3 - 25% ditches affected

6 - 50% ditches affected

9 - 75% or more ditches affected

4. Roadways/Right of ways freeze after 24 hours due to negative storm water conveyance due to freeze/thaw cycles. Documentation required for the freeze events through the work order system.

Rating 0 - No ditches affected

3 - 25% ditches affected

6 - 50% ditches affected

9 - 75% or more ditches affected

5. The existing culverts are deteriorated

Rating 0 - No culverts are deteriorated

3 - 25% of culverts are deteriorated

6 - 50% of culverts are deteriorated

9 - 75% of culverts are deteriorated

6. Existing infrastructure deteriorated traversing roadway

Rating 0 - No infrastructure traversing roadway

3 - 25% of infrastructure traversing roadway deteriorated

6 - 50% of infrastructure traversing roadway deteriorated

9 - 75% of infrastructure traversing roadway deteriorated

7. Existing ditch has a negative effect on side yard drainage

Rating 0 - No negative effect on side yard drainage

3 - 25% of ditches have negative effect on side yard drainage

6 - 50% of ditches have negative effect on side yard drainage

9 - 75% of ditches have negative effect on side yard drainage

8. Existing ditch has less than a 2% slope

Rating 0 - Ditches have a minimal of a 2% slope

3 - 25% of ditches have less than a 2% slope

6 - 50% of ditches have less than a 2% slope

9 - 75% of ditches have less than a 2% slope

9. Existing ditch condition causes structure flooding. Documentation required

Rating 0 - Ditch condition causes no structure flooding

5 - Ditch condition causes structure flooding to less than 3 structures

10 - Ditch condition causes structure flooding to more than 4 structures

10. Existing storm conveyance structures are deteriorated

Rating 0 - Storm conveyance structures are not deteriorated

3 - Storm conveyance structures have minor deterioration

6 - Storm conveyance structures have severe deterioration

11. Existing storm conveyance structures are a safety concern to pedestrians and motorists

Rating 0 - Existing storm conveyance structures are not a safety concern to pedestrians and motorists

5 - Existing storm conveyance structures are a safety concern to pedestrians and motorists

In summary, a ditch project has the potential of scoring a rating of 89 thus indicating that the ditch warrants funding for a project.

Should you have any further questions regarding the report, please let me know.

ROAD NAME WITH LIMITS	DITCH PROJECT NAME
SURVEY DATE	
NUMBER OF PROPERTIES	100
DESCRIPTION	RATING
1. The roadway has been scheduled for a resurfacing project in 2 years.	
Rating 0 -Not scheduled within the 2-year time frame	0
5 -Scheduled within the 2 year time frame	0
2. Ditches are inundated with storm water after 24 hours due to negative ditch storm water conveyance. Documentation required for the events of inundation through the work order system.	
Rating 0 -No ditches affected	0
3 -25% ditches affected	0
6 - 50% ditches affected	0
9 - 75% or more ditches affected	0
3. Roadways are inundated with storm water after 24 hours due to negative ditch storm water conveyance. Documentation required for the events of inundation through the work order system.	
Rating 0 -No ditches affected	0
3 -25% ditches affected	0
6 - 50% ditches affected	0
9 - 75% or more ditches affected	0
4. Roadways/Right of ways freeze after 24 due to negative storm water conveyance due to freeze/thaw cycles. Documentation required for the freeze events through the work order system.	
Rating 0 -No ditches affected	0
3 -25% ditches affected	0
6 - 50% ditches affected	0
9 - 75% or more ditches affected	0

DESCRIPTION	RATING
5. The existing culverts are deteriorated	
Rating 0 -No culverts are deteriorated	0
3-25% of culverts are deteriorated	0
6- 50% of culverts are deteriorated	0
9- 75% of culverts are deteriorated	0
6. Existing infrastructure deteriorated traversing roadway	
Rating 0 - No infrastructure traversing roadway	0
3-25% of infrastructure traversing roadway deteriorated	0
6- 50% of infrastructure traversing roadway deteriorated	0
9- 75% of infrastructure traversing roadway deteriorated	0
7. Existing ditch has a negative effect on side yard drainage	
Rating 0 - No negative effect on side yard drainage	0
3-25% of ditches have negative effect on side yard drainage	0
6- 50% of ditches have negative effect on side yard drainage	0
9- 75% of ditches have negative effect on side yard drainage	0
8. Existing ditch has less than a 2% slope	
Rating 0 - Ditches have a minimal of a 2% slope	0
3-25% of ditches have less than a 2% slope	0
6- 50% of ditches have less than a 2% slope	0
9- 75% of ditches have less than a 2% slope	0
9. Existing ditch condition causes structure flooding. Documentation required	
Rating 0 - Ditch condition causes no structure flooding	0
5- Ditch condition causes structure flooding to less than 3 structures	0

DESCRIPTION	RATING
10- Ditch condition causes structure flooding to more than 4 structures	0
10. Existing storm conveyance structures are deteriorated	
Rating 0- Storm conveyance structures are not deteriorated	0
3- Storm conveyance structures have minor deterioration	0
6- Storm conveyance structures have severe deterioration	0
11. Existing storm conveyance structures are a safety concern to pedestrians and motorists	
Rating 0- Existing storm conveyance structures are not a safety concern to pedestrians and motorists	0
5- Existing storm conveyance structures are a safety concern to pedestrians and motorists	0
TOTAL POINTS - (89 POINTS AVAILABLE)	0

CITY OF DARIEN DITCH MAINTENANCE PLAN

SUMMARY SHEET		TOTAL APPROX CITY LINEAL DITCH MILES	TOTAL LENGTH COMPLETED TO DATE	2006	2007	2008	2009	2010	2011
PAGE NO.	SUBDIVISION								
D1	Marion Hills North	7.55	1.46	1.46					
D2	Marion Hills South	5.42	2.17	1.06	0.19	0.91	0.22		
D3	Clarefield	4.94	0.96	0.13		0.82			
D4	North of 67th Street	0.60	0.00				0.15		
D5	Hinsbrook	0.38	0.00						
D6	Plainfield Highlands	2.88	0.63		0.63		0.54		
D7	Brookhaven 1	2.79	1.74		1.09	0.65			
D8	Carriage Hill	1.88	0.00						
D9	Pine Parkway	0.32	0.32				0.31		
D10	Darien Wood	0.1	0.00						
	TOTAL MILES	26.86	7.28	1.19	1.46	1.91	2.69	0.91	
				4.43%	5.69%				
						7.89%			
							12.06%		
								4.64%	

**MINUTES
CITY OF DARIEN
SPECIAL MEETING
MUNICIPAL SERVICES COMMITTEE MEETING
July 5, 2011**

PRESENT: Alderman Joseph Marchese - Chairman, Alderman Avci Halil, Alderman Ted Schauer, Dan Gombac-Director, Elizabeth Lahey-Secretary

ABSENT: None

OTHERS PRESENT: Ms. Karen English, President, Reflections at Hidden Lake Homeowners Association
Ms. Catherine Griffin, Vice President, Reflections at Hidden Lake Homeowners Association
Mr. Tom Belczak, President Darien Swim & Racquet Club

Chairperson Marchese called the Municipal Services Committee Special Meeting to order at 6:07 p.m. at City Hall – City Council Chambers, Darien, Illinois and declared a quorum present.

MEETING:

A. Variation – 1806 Holly Avenue – to reduce the required rear yard setback from 30 feet to 25 feet for a room addition.

Mr. Daniel Gombac presented the staff report. He stated that the petitioner is seeking a variation to reduce the required rear yard setback from 30 feet to 25 feet to allow the petitioners to construct a 12' x 16' addition extending 12' from the rear of the home.

Mr. Daniel Gombac reported that the PZC met and voted in favor of the petition.

Chairperson Marchese stated that the City encourages improvements to the homes in Darien.

Alderman Avci questioned if the neighbors were notified.

Mr. Dan Gombac, Director reported that after the petitioner completes the required forms that nearby residents are notified by mail and that a sign is posted in front of the property.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avci that based upon the submitted petition and the information presented, the request associated with PZC 2011-05 is in conformance with the standards of the Darien City Code and move that the Municipal Services Committee recommend to the City Council approval of the petition as presented.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

B. Resolution – Authorize the purchase of one new 2012 International truck from Prairie/Archway International Trucks Inc. in the amount of \$67,825.00.

Mr. Dan Gombac, Director presented the staff report. He stated that the resolution authorizes the purchase of a 2012 International Model 7400 SFA 4x2, 9-ton cab and chassis from Prairie/Archway International Trucks, Inc in the amount of \$67,285.00. Mr. Gombac informed the Committee that the proposed vehicle is a replacement and provided a summary of the existing conditions of the truck and the need for replacement. The vehicle is being purchased through the State of Illinois, Central Management Services joint purchasing program.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avcı AUTHORIZING THE PURCHASE OF ONE NEW 2012 INTERNATIONAL MODEL 7400 SFA 4 X 2, 9 TON, CAB AND CHASSIS FROM PRAIRIE/ARCHWAY INTERNATIONAL TRUCKS INC. IN THE AMOUNT OF \$67,825.00.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

C. Resolution – Rejecting all sealed bids for the purchase of Equipment Package – consisting of a dump body, hoist, body options, lighting accessories, hydraulics, controls, snow and de-icing equipment for the 2012 International Model 7400 SFA 4 x 2, 9-ton cab and chassis.

Mr. Dan Gombac, Director presented the staff report. He stated that the resolution rejects all the sealed bids for the purchase of the Equipment Package.

D. Resolution – Accepting a proposal from Auto Truck Group for the purchase of Equipment Package – consisting of a dump body, hoist, body options, lighting accessories, hydraulics, controls, snow and de-icing equipment for the 2012 International Model 7400 SFA 4 x 2, 9-ton cab and chassis in the amount of \$82,288.00.

Mr. Dan Gombac, Director presented the staff report. He reported that specifications were sent out and only one vendor submitted what the City had requested and were \$12,000 higher than the lowest bid. He further reported that staff reviewed the bids and determined that only one bid was the responsive bid and the highest bid. The difference between the highest bid and lowest was approximately \$12,000. Staff had reviewed the lowest bid and met with the vendor to provide further specifications. Upon review, it was determined that the lowest priced vendor had met or exceeded the specifications. Mr. Gombac stated that since the bid called out for certain items, staff recommends that the bids be rejected and that the City accept the proposal from Auto Truck Group

Alderman Schauer questioned if the City has done business with Auto Truck Group.

Mr. Gombac reported that the City has done business with all three vendors including Auto Truck Group and that they are undercutting their price to get the City's business. He further reported that he spoke with the City Attorney John Murphey and that he did not see any legal

issues.

Alderman Avci questioned who reviews the sealed bids and were mistakes made on the bid specifications.

Mr. Gombac stated that he and two others from public works review the bids. He further stated that there were no mistakes on the bid specifications and that staff rejected the bids because there are different companies that make different components.

Alderman Avci questioned why the bid specifications were not more general.

Mr. Gombac stated that staff created the exact specifications of what the City presently has in its fleet and was purchased two years ago. The staff had an obligation to review the potential of a saving \$12,000.

The staff also requested the responsive, highest bidder, Lindco Inc. to review their bid for additional discounting. The vendor submitted an adjusted price, and was approximately \$4,000 more than the lowest priced vendor, Auto Truck Group. The lowest price vendor also agreed to supply an additional tailgate to accommodate the brush chipping operation and an upgraded snowplow at no additional cost.

Alderman Avci stated that he was concerned that there are legal issues. He stated that it is highly unethical.

Mr. Gombac stated that this was discussed with the City Attorney. He stated that because of the Home Rule that the City does not have to go out for bid. The City has also gone out to competitive bid as a best management practice. He further stated that it is staff's responsibility to recommend equipment needs to the Council. He questioned who else should be overlooking the three bids besides staff.

Alderman Avci questioned if the City Administrator reviews the bids.

Mr. Gombac stated that the City Administrator agrees with staff and that there was discussion with Mr. Vana regarding staff's recommendation.

Alderman Schauer stated that the City has rejected bids in the past in the best interest for the City.

Chairperson Marchese and Alderman Schauer stated that they did not see this as a problem.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Marchese APPROVING A RESOLUTION REJECTING ALL SEALED BIDS FOR THE PURCHASE OF EQUIPMENT PACKAGE-CONSISTING OF A DUMP BODY, HOIST, BODY OPTIONS, LIGHTING ACCESSORIE, HYDRAULICS, CONTROLS, SNOW AND DE-ICING EQUIPMENT FOR THE 2012 INTERNATIONAL MODEL 7400 SFA 4 X 2, 9 TON, CAB AND CHASSIS.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

Alderman Schauer made a motion and it was seconded by Alderman Marchese APPROVING A RESOLUTION ACCEPTING A PROPOSAL FROM AUTO TRUCK GROUP FOR THE PURCHASE OF EQUIPMENT PACKAGE-CONSISTING OF A DUMP BODY, HOIST, BODY OPTIONS, LIGHTING ACCESSORIES, HYDRAULICS, CONTROLS, SNOW AND DE-ICING EQUIPMENT FOR THE 2012 INTERNATIONAL MODEL 7400 SFA 4 X 2, 9 TON, CAB AND CHASSIS IN THE AMOUNT OF \$82,288.00.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

E. Resolution – Accept a proposal from D. Ryan Tree & Landscaping LLC for emergency tree removal and stump grinding in an amount not to exceed \$7,818.75

Mr. Dan Gombac, Director presented the staff report. He stated that the current budget includes funds for hazardous tree removals and stump grindings. He further stated that City staff requested proposals for hazardous tree removals and recommends utilizing the awarded vendor to remove trees due to equipment restrictions.

Alderman Schauer questioned how many trees have been identified.

Mr. Gombac reported that presently there is only one but that staff may run into more of these.

Alderman Schauer stated that this should have been on the agenda last year. He stated that he was concerned if \$15,000 will take care of the problem. Mr Gombac informed the Committee that this item for hazardous removals is the first time that funding was appropriated in the 11/12 Budget. Typically, the City has a contract in place that runs throughout the year under a trimming program and includes pricing for hazardous removals. Due to budget reductions, the trimming program was not funded last year. This year's budget calls for a tree trimming program and the contract will be forwarded for consideration to the Committee by December for work to commence in February 2012.

There was no one in the audience wishing to present public comment.

Alderman Avcı made a motion and it was seconded by Alderman Schauer ACCEPTING A PROPOSAL FROM D. RYAN TREE AND LANDSCAPING LLC FOR HAZARDOUS TREE REMOVALS AND STUMP GRINDING AT A PER UNIT COST NOT TO EXCEED \$15,000.00.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

F. Resolution – Authorizing the purchase of 105 sets of new Banner Brackets, Poles and Hardware form MVP Visuals in an amount not to exceed \$7,818.75.

Mr. Dan Gombac presented the staff report. He stated that the proposed banner brackets would replace the existing system which is approximately 15 years old. He further stated that the parts for the existing system are no longer available and that the proposed bracket system is more flexible and can withstand high wind conditions. Mr. Gombac reported that three vendors were

requested to provide a proposal and only two responded.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion and it was seconded by Alderman Avci AUTHORIZING A RESOLUTION FOR THE PURCHASE OF 105 SETS OF NEW BANNER BRACKETS, POLES AND HARDWARE FROM MVP VISUALS IN AN AMOUNT NOT TO EXCEED \$7,818.75.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

G. Resolution – Authorizing Phase II of the urgent repairs of the storm sewer adjacent to Clarendon Hills Road at 69th Street and at 71st Street for a total cost not to exceed \$38,972 and a resolution for the Illinois Department of Transportation for these same items.

Mr. Dan Gombac, Director presented the staff report. He stated that the City Council authorized an expenditure in December, 2010 for the urgent repairs that included jetting, video-taping, sink hole repairs and a water modeling analysis of the 42-inch storm sewer pipe adjacent to Clarendon Hills Road between Maple and 69th Street. He further stated that all repairs have been completed and the water remodeling study has been received and reviewed.

During the cleaning and televising operation, it was further identified that the existing 36-inch metal culvert pipe under Maple Lane and adjacent to Clarendon Hills Road is deteriorating and there are indications that the road is settling due to the deterioration. Additional sink holes have been identified and barricades have been placed atop of the hazards. There is an existing 24 x 36 concrete culvert box under Clarendon Hills Road and Maple Lane-fronting 7017 Clarendon Hills Road that serves minimal benefit and the structure also has 2-12-inch concrete pipes cemented within the western manhole of Clarendon Hills Road at Maple Lane.

Christopher B. Burke Engineering has forwarded a storm water modeling report with a recommendation letter that an 18-inch diameter hole be constructed within the restriction at 69th Street. Mr. Gombac also stated the study recommended the following.

1. Remove the existing deteriorated 24x35 elliptical culvert metal pipe and the 15-inch culvert metal pipe under drain at Maple Lane and Clarendon Hills Road-fronting side yard of 7017-7021 Clarendon Hills Road.
2. Remove the existing 24x36 concrete culvert box fronting 7013 Clarendon Hills Road
3. Install a new 24x36 elliptical culvert metal pipe and 15-inch pipe under drain at Maple Lane and Clarendon Hills Road- fronting side yard of 7017-7021 Clarendon Hills Road.
4. Staff is also recommending that the removal and replacement of the existing 36-inch metal culvert pipe under Maple Lane at Clarendon Hills Road.

The project is considered maintenance and no additional permitting from DuPage County is required. The department along with limited outsourcing would complete the bulk of the

proposed work.

Chairperson Marchese stated that this was prompted when Mr. Galan provided photos of the situation to the Committee.

Mr. Gombac stated that the funding for the repairs would be allocated from the Motor Fuel Tax fund balance and requires a supplemental resolution for IDOT approval.

Alderman Schauer stated that the problem needs to be fixed before someone falls into the hole.

There was no one in the audience wishing to present public comment.

Alderman Avci made a motion and it was seconded by Alderman Schauer AUTHORIZING PHASE II OF THE URGENT REPAIRS OF THE STORM SEWER ADJACENT TO CLARENDON HILLS ROAD AT 69TH STREET AND 71ST STREET FOR A TOTAL COST NOT TO EXCEED \$38,972 AND A RESOLUTION FOR THE ILLINOIS DEPARTMENT OF TRANSPORTATION FOR THE SAME ITEMS.

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

H. Motion – Authorizing the City to begin the process of accepting a future Plat of Dedication for the roadways within the Reflections at Hidden Lake Development consisting of Spring Court and a five (5) foot roadway easement.

Mr. Dan Gombac, Director presented the staff report. He stated that Karen English, President and Catherine Griffin, Vice President were in the audience representing Reflections at Hidden Lake Condominium Association.

Mr. Gombac reported that the Hidden Lake Condominium Association is requesting that the City of Darien take ownership of Spring Court within the Reflections at Hidden Lake Development in May of 2011. He reported that the criterion is provided in the staff report. Mr. Gombac stated that the curb and gutter within a radius, at one location is 6-inches short of the standard. The Committee agreed with staff's recommendation to allow the adjustment to the standard to remain.

Alderman Avci questioned the language within the agenda memo regarding the 5-foot easement "could be provided".

Mr. Gombac reported that the plat currently shows both of the proposed roadways within out lots and it appears that there could be a 5-foot easement provided. The survey crew will determine whether a 5-foot easement is in place behind the curb and gutter. Mr. Gombac stated that there may be locations where the easement may be up to 2-foot short of the requirement. The easement is provided for future construction maintenance.

Chairperson Marchese questioned if the Association is in full compliance.

Mr. Gombac stated that once the preliminary approval process is completed that staff will direct the City Engineer to begin the survey and prepare the plat. The association has opted to use the

City vendors to complete the deficiencies as outlined within the agenda memo, including engineering services for the plat preparation. The association will also be required to provide a remittances prior to the City's vendors being authorized to proceed. This item will be brought back to the Committee and City Council for final approval.

Alderman Schauer stated that the main purpose is so that the road is up to par.

Mr. Gombac stated that the roadway was built well and meets the rating for the dedication.

There was no one in the audience wishing to present public comment.

Alderman Avci made a motion and it was seconded by Alderman Schauer AUTHORIZING CITY STAFF TO BEGIN THE PROCESS OF ACCEPTING A FUTURE PLAT OF DEDICATION FOR THE ROADWAYS WITHIN THE REFLECTIONS AT HIDDEN LAKE DEVELOPMENT CONSISTING OF SPRING COURT AND A FIVE (5) FOOT ROADWAY EASEMENT (SEE EXSITING PLAT ATTACHMENT 1).

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

I. Motion – Authorizing the City to begin the process of accepting a future Plat of Dedication for the roadways within the Reflections at Hidden Lake Development consisting of Ripple Ridge Cove and a five (5) foot roadway easement.

Mr. Dan Gombac, Director presented the staff report. He stated that this is the same as Agenda Item H. Mr. Gombac stated that the curb and gutter within a radius, at one location is 9-inches short of the standard. The Committee agreed with staff's recommendation to allow the adjustment to the standard to remain.

There was no one in the audience wishing to present public comment.

Alderman Avci made a motion and it was seconded by Alderman Schauer AUTHORIZING CITY STAFF TO BEGIN THE PROCESS OF ACCEPTING A FUTURE PLAT OF DEDICATION FOR THE ROADWAYS WITHIN THE REFLECTIONS AT HIDDEN LAKE DEVELOPMENT CONSISTING OF RIPPLE RIDGE COVE AND A FIVE (5) FOOT ROADWAY EASEMENT (SEE EXSITING PLAT ATTACHMENT 1).

Upon voice vote, THE MOTION CARRIED unanimously 3-0.

J. Discussion – Request form Darien Swim & Racquet Club to place informational signage within the City of Darien right of ways.

Mr. Dan Gombac, Director presented the staff report. He stated that Mr. Tom Belczak, President Darien Swim and Racquet Club was present.

Mr. Gombac reported that the Darien Swim and Racquet Club is requesting up to four informational directional signage for the private facility, within various right of ways throughout

the City. The Darien Swim and Racquet Club also requested four various sign locations on Cass Avenue and Plainfield Rd. The basis of the request is to inform motorists of the location through directional signage. Mr. Gombac informed the Committee that the City does not have jurisdiction over Cass Avenue and Plainfield Road. Staff has contacted the County to review the signage request on behalf of the Darien Swim and Racquet Club. The County has responded that they would allow the signs if the facility generated 200,000 patrons per year. The Darien Swim and Racquet Club does not meet the per year criteria. The City conducted a review that no private informational signs exist within any City of Darien right of ways.

The Committee was requested to review two considerations of which one reflected the standard of DuPage County.

Alderman Avci stated that this request is for a membership organization and that they are using the City for marketing purposes. He stated that he prefers that the City follow the same criteria as the County.

Alderman Schauer stated that the club has day camps and DYC baseball and that he did not see it as a problem. He stated that he would compare the signs to subdivision signs.

Chairperson Marchese stated that he did not have any objection with the signs and notifying residents where the Club is located.

Alderman Avci stated that he did not want the sign in his neighborhood. He stated that people who live in the area do not want the signs.

The petitioner stated that there are two members of the club who will be affected by the signs and they have no objection. He stated he did not know about the third resident.

Alderman Avci recommended temporary banner signs.

Alderman Schauer stated that the signs are beneficial from a business standpoint.

Chairperson Marchese stated that the signs will enhance and promote the facility.

Alderman Avci stated that he is the Alderman for the Ward dealing with neighbors and he does not support it. Alderman Avci suggested that a neighborhood survey be initiated.

Mr. Gombac suggested that a petition be forwarded for signature to the property owners fronting the proposed signs. Chairman Marchese directed Mr. Gombac to add the additional condition as part of Consideration 2, as presented.

Mr. Belczak presented comments and informed the Committee that he would be willing to circulate the petitions as suggested by Mr. Gombac.

Alderman Schauer made a motion and it was seconded by Alderman Marchese recommending installation of informational signage within certain right of ways for the Darien Swim and Racquet Club with the conditions listed in #2 of the agenda memo and approval of the homeowners affected by the signage through a petition process.

Upon voice vote, **THE MOTION CARRIED 2-1. Alderman Avci voted Nay.**

K. Minutes – May 23, 2011 – Municipal Services Committee

Alderman Schauer made a motion and it was seconded by Alderman Marchese to approve the May 23, 2011 Municipal Services Committee meeting minutes.

Upon voice vote, THE MOTION CARRIED unanimously 2-0. Alderman Avci abstained.

DIRECTOR'S REPORT:

A. Water Leak Survey

Mr. Dan Gombac, Director reported that the City's awarded vendor recently completed the annual leak survey for the City and identified 48 various leaks. He reported that the Water Division has fixed all the leaks with the exception of two leaks on private property and notified residents that they must be repaired.

Mr. Gombac reported that the City's water loss prior to the leaks being repaired was 122,910 gallons of water at a wholesale cost of \$250.74 per day or a yearly loss of 44,862,000 gallons or \$92,520.

Alderman Avci questioned if there is data presented outside of the leak detection survey such as water main breaks. In addition, Alderman Avci questioned if there is a capital project list calling out for the replacement of items such as water main.

Mr. Gombac informed the Committee that the division tracks all water main breaks and does not recommend any removal and replacement of water main at this time. Mr. Gombac stated the capital projects are submitted to the City Administrator for budget consideration. Items relating to the water division have been fire hydrant replacement, fire hydrant painting, and new water main installation to fortify the system along with various other items. Mr. Gombac stated that these items are referred to as discretionary items and are competing with various items for funding.

Chairperson Marchese stated that the Committee is periodically updated with project statuses and reviews all projects in October.

Alderman Avci questioned if there is a list of comprehensive needs regarding infrastructure.

Chairperson Marchese stated that the City Council rejected some serious needs.

Mr. Gombac stated that there are various items that are on the discretionary/expansion list that have been funded.

Alderman Avci suggested that if they are turned down then stronger data is needed.

Chairperson Marchese stated that everything cannot be approved and priorities continue to be set.

Alderman Avci stated that the City needs to prioritize more now especially with limited funds.

Alderman Schauer stated that staff has done a great job in determining if there is an issue. He stated that the salt shed was a perfect example.

Chairperson Marchese stated that Mr. Gombac does his job to save the City money.

Alderman Schauer stated that Mr. Gombac and his staff come within 5% of their budgeted projects.

NEXT MEETING:

Chairperson Marchese announced that the next meeting is scheduled for Monday July 25, 2011 at 6:30 p.m.

ADJOURNMENT:

With no further business before the Committee, Alderman Schauer made a motion and it was seconded by Alderman Avci. Upon voice vote, THE MOTION CARRIED unanimously and the meeting adjourned at 7:55 p.m.

RESPECTFULLY SUBMITTED:

APPROVED:

Elizabeth Lahey
Secretary

Joseph Marchese
Chairperson

Halil Avci
Alderman

Ted Schauer
Alderman

AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
MEETING DATE: July 25, 2011

Issue Statement

Development Review Process: Summary of the development review process, variation, special use and rezoning petitions, plats of subdivision approvals and Zoning Ordinance and Subdivision Regulations amendments.

Overview/Description

The Municipal Services Committee will consider all planning and zoning related cases, such as variation, special use, rezoning and text amendment petitions, plats of subdivision, sign code and development plan reviews, in addition to public works related issues (streets, water, drainage, etc.).

The Zoning Ordinance, Subdivision Regulations and Sign Code, Titles 5A, 5B and 4-3 of the City Code spell out how the different types of petitions are to be considered, the review process.

The City takes formal action on a planning and zoning request only when a petition is submitted, a written request for the City to take a specific action/decision. Generally, the formal review process is as described below:

1. **Petition submitted:** Staff reviews petition, ensures all required and relevant information is submitted, filing fees paid.
2. **Planning and Zoning Commission:** The petition is considered by the Commission, a 9-member, citizen body appointed by the Mayor. The Commission holds public hearings as required by City Code/State Statute, collects input from the petitioner, staff, residents/property owners, consultants and other interested parties, then makes a recommendation.
3. **Municipal Services Committee:** Once the Commission has rendered their recommendation, the petition is forwarded to the Committee. The Committee considers the Commission's recommendation, including the information presented to the Commission. The Committee has the opportunity to request additional information from the petitioner, staff, public and other interested parties. The Committee then makes a recommendation to the City Council. Or, the Committee may send the petition back to the Commission for further review.
4. **City Council:** Once the Committee has rendered their recommendation, the petition is forwarded to the City Council. The City Council either approves the petition by adopting an ordinance, rejects the petition, or sends the petition back for further review.

There are specific types of petitions which follow a slightly different process, all outlined by the City Code.

If both the Commission and the Committee recommend approval, the petition is placed on the City Council's Consent Agenda.

In situations when the Commission and the Committee provide differing recommendations, one body recommends approval and the other body recommends denial, the petition is placed on the City Council's agenda as New Business to allow for discussion.

If either the Commission or the Committee recommends denial of a petition, in general, a favorable vote by the majority of the City Council is all that is required for a petition to get approved. However, there are two specific situations, per City Code, where a super majority vote by the City Council is required for approval:

1. Specific to a variation petition, if the Commission recommends denial, regardless of the Committee's recommendation, a favorable vote of 2/3 by the City Council is required for the variation petition to be approved.
2. Specific to a rezoning petition, in cases where a written protest against the proposed rezoning is signed and notarized by the owners of 20% of the property located within a certain area (defined by City Code), a favorable vote of 2/3 of the City Council is required for the petition to be approved, regardless of the recommendations from the Commission and Committee.

Recommendation

Discussion only.

Decision Mode

Discussion only.