

Committee Members:
Frank Menn
Ryan Vickers
Brenda Wagner
Harry Zimmerman
Bill Poletti

A G E N D A
COMMUNITY COMMITTEE

June 17, 2020 – 7:00 p.m.

Being held remotely and can be accessed via conference call
Phone number: 1-650-215-5226 Passcode: 163 153 3954

Public Participation

Approval of Minutes – February 19, 2020

Development
Alderman Bill Poletti, Chairman

1. ***Director's Report – Sales Tax Report***
 - ***All In update – The Fource***

Parks & Recreation
Alderman Brenda Wagner, Chairman

1. ***Director's Report***

Planning
Alderman Harry Zimmerman, Chairman

1. ***Director's Report***
 - ***Special Use Permit and Site Development Plan for 6535 North Illinois***

COMMUNITY COMMITTEE MINUTES
Wednesday, February 19, 2020 – 7:00 p.m.
City Council Chambers
10025 Bunkum Road, Fairview Heights, IL

Committee Members in attendance –Frank Menn, Ryan Vickers, Brenda Wagner, Harry Zimmerman, Bill Poletti, Mayor Mark Kupsy, Ex-officio

Committee Members absent –

Other Aldermen and Elected Official in attendance – Pat Baeske, Josh Frawley, Pat Peck, Anthony LeFlore, City Clerk Karen Kaufhold

Staff in attendance - Parks and Recreation Director Angela Beaston, Economic Development Director Paul Ellis, Land Use and Development Director Andrea Riganti, City Attorney Andrew Hoerner, Lt. David Kitley

Recorder – Cheryl Kleb

Public Participation – None.

Approval of January 22, 2019

Motion and second to approve said minutes were made by Committee Members Ryan Vickers/ Harry Zimmerman. Motion carried.

Development Committee

Alderman Bill Poletti, Chairman

Progress report on the “All In” Branding Campaign from The Fource Group

Tom Faulkner with the Fource Group gave an update on the on the “All In” Branding Campaign.

Update on ongoing marketing efforts

Director Ellis updated Committee on ongoing marketing efforts such as the Economic Development Strategy, social media time, retention visits with businesses, Pace Financing and placement of the interstate billboard.

Economic Development Director’s Report

Director Ellis presented the Director’s report to Committee for review. There were no questions.

Parks & Recreation Committee

Alderman Brenda Wagner, Chairman

Parks and Recreation Director’s Report

Director Beaston presented the Director’s written report to Committee for review. There were no questions.

Planning Committee

Alderman Harry Zimmerman, Chairman

Land Use & Development Director's Report

Director Riganti presented the Director's report to Committee for review. There were no questions.

ZBA 01-20 Area Bulk Variance at 21 Northbrook (Longacre Ponds Apartments) to allow signage in the M-2 District to exceed the permitted area

Director Riganti briefed Committee on Zoning Board of Appeals Case, ZBA 01-20 Area Bulk Variance at 21 Northbrook (Longacre Ponds Apartments) to allow signage in the M-2 District to exceed the permitted area.

Motion and second to forward to City Council, Zoning Board of Appeals Case, ZBA 01-20 Area Bulk Variance at 21 Northbrook (Longacre Ponds Apartments) to allow signage in the M-2 District to exceed the permitted area, in accordance with the recommendation of the Zoning Board of Appeals were made by Aldermen Bill Poletti/Brenda Wagner. Motion carried.

PC 01-20 Zoning Text Amendments relating to Adult-Use Cannabis Establishments

Director Riganti briefed Committee on Planning Commission Case, PC 01-20 Zoning Text amendments relating on Adult-Use Cannabis Establishments.

Motion and second to forward to City Council, Planning Commission Case, PC 01-20 Zoning Text Amendments relating on Adult-Use Cannabis Establishments, in accordance with the recommendation of the Planning Commission were made by Aldermen Ryan Vickers/Bill Poletti. Motion carried.

Meeting adjourned at 8:40 p.m.

Submitted By:

Recorder

MEMORANDUM

TO: Elected Officials

FROM: Paul A. Ellis, Director of Economic Development

DATE: June 12, 2020

SUBJECT: Economic Dev. Dept. - Director's Report

Re-openings

As the State of Illinois authorized progression into Phase 3 of the Restore Illinois guidelines on May 29, the Director has been working with businesses, property owners, other local and regional agencies, and other City departments to help facilitate re-openings as allowed; some highlights include:

- Planet Fitness has opened their new location in the former Toys 'R' Us building with reduced capacity under the Phase 3 guidelines
- St. Clair Square has re-opened, but not all stores are open yet; Penney's is not among the locations slated for closure
- Several restaurants have taken advantage of the "All Inside-Out" promotion (see below) to set up outside dining
- Since the key to attracting customers back to stores will be to ensure--and promote--a safe, healthy shopping environment, the Director is working with the St. Clair County Health Dept., ILLINOISouth Tourism and other partners to ensure that retailers and other businesses resources they need

Transitions

Some businesses have permanently closed, but replacements are in the wings, and the Director continues to work with businesses seeking to expand and even to start up:

- Boston Market's location in Fairview City Centre has been permanently closed; a bank is moving through the process to open a branch in place of that retail use
- Pier One Imports be closing its store in Lincoln Place as part of a national business failure, but the Director is working with the property owner to secure a replacement tenant
- Ruby Tuesday has closed but a new fast food restaurant is finalizing a lease TBA soon
- The Director has been working with Sweet Cravings, a startup opening on Lincoln Hwy.

Outreach

The Director continues to market advantages of a Fairview Heights location to national and regional retailers, and he strives to keep open communication with the 800+ businesses already in operation here. He has been contacting several businesses each day via phone calls, emails and/or review of survey responses, and he has been

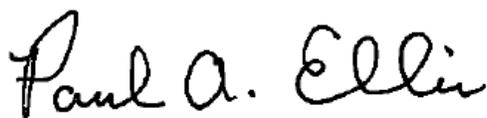
able to help several connect with federal, state and/or regional loan programs or other resources needed to keep their businesses open.

The Fource continues to work with the Director to promote local dining and shopping, as well as to communicate with local merchants who are participating in the “All In” branding campaign.

Initiatives

The Director continues work on several initiatives to help bring more business and broader investment into Fairview Heights:

1. Acadia Realty Trust is working with the Director to develop new retail space in both Lincoln Place I and II
2. As a member of the Mid America Workforce Investment Board (MAWIB), the Director has been helping to post job openings and to market them more broadly across the community; he is also working with the MAWIB to open a retail training center in Fairview Heights
3. The Director is working with other departments, a professional services firm and a regional real estate broker to pursue interest from a retailer in the 72 acres across from The Fountains ♥
4. The Director and the Director of Land Use & Development are working with Namdar Realty Group, the new owners of Fairview Heights Plaza, to explore the vision for future development of that center included in the ED Strategy ♥
5. The Director and the Director of Land Use & Development have completed review of the Business Assistance Program and are to present recommendations ♥
6. The Metro East Business Incubator (MEBI) is anticipating release of \$100,000 allocated for its operations by the State of Illinois; the new agency will be able to serve entrepreneurs and small businesses immediately via a virtual platform, Startup Space ♥



Paul A. Ellis
Director of Economic Development

**CITY OF FAIRVIEW HEIGHTS, IL
SALES TAX REPORT
State 1% Municipal Tax Portion**

DISTRIBUTION MONTH	MAY 2013 - APRIL 2014	MAY 2014 - APRIL 2015	MAY 2015 - APRIL 2016	MAY 2016 - APRIL 2017	MAY 2017 - APRIL 2018	MAY 2018 - APRIL 2019	MAY 2019 - APRIL 2020	MAY 2020 - APRIL 2021	% CHANGE	CHANGE IN DOLLARS
MAY	\$ 601,011.50	\$ 584,713.94	\$ 586,147.75	\$ 632,285.33	\$ 571,553.40	\$ 553,114.13	\$ 490,116.91	\$ 518,363.86	5.8%	\$ 28,246.95
JUN	655,667.46	647,401.33	708,268.15	696,077.63	677,065.69	676,704.83	654,604.36	473,959.16	-27.6%	\$ (180,645.20)
JUL	574,119.26	578,345.95	563,612.88	576,220.16	599,877.49	555,320.85	572,195.98			
AUG	586,795.92	593,876.18	607,839.70	608,444.47	600,057.37	607,357.54	585,032.16			
SEP	610,055.28	579,381.42	653,462.36	679,234.60	613,965.54	623,578.60	610,349.55			
OCT	554,178.50	550,782.54	573,059.41	572,368.09	476,801.05	540,557.44	562,791.28			
NOV	574,589.49	579,500.49	642,921.78	599,121.43	575,354.24	570,594.16	561,747.98			
DEC	468,313.25	588,998.17	626,164.49	612,305.99	581,474.30	577,677.65	585,185.60			
JAN	589,088.14	580,475.99	627,103.06	570,540.96	564,056.46	560,273.13	581,553.25			
FEB	687,960.48	680,833.91	695,015.32	678,820.57	672,397.54	668,036.72	644,092.22			
MAR	969,659.49	1,028,593.77	1,041,010.81	974,290.59	935,340.51	870,591.30	865,433.15			
APR	458,225.94	528,428.24	519,339.92	488,717.27	528,625.80	457,194.13	482,774.60			
YTD TOTAL	\$ 7,329,664.71	\$ 7,521,331.93	\$ 7,843,945.63	\$ 7,688,427.09	\$ 7,396,569.39	\$ 7,261,000.48	\$ 7,195,877.04			\$ (152,398.25)
YTD CHANGE	-6.7%	2.6%	4.3%	-2.0%	-3.8%	-1.8%	-0.9%			
MONTHLY AVG	\$ 610,805.39	\$ 626,777.66	\$ 653,662.14	\$ 640,702.26	\$ 616,380.78	\$ 605,083.37				



FAIRVIEW HEIGHTS

CAMPAIGN UPDATE | 6.15

THE **FOURCE**

GOALS

ORIGINAL 12.19.19

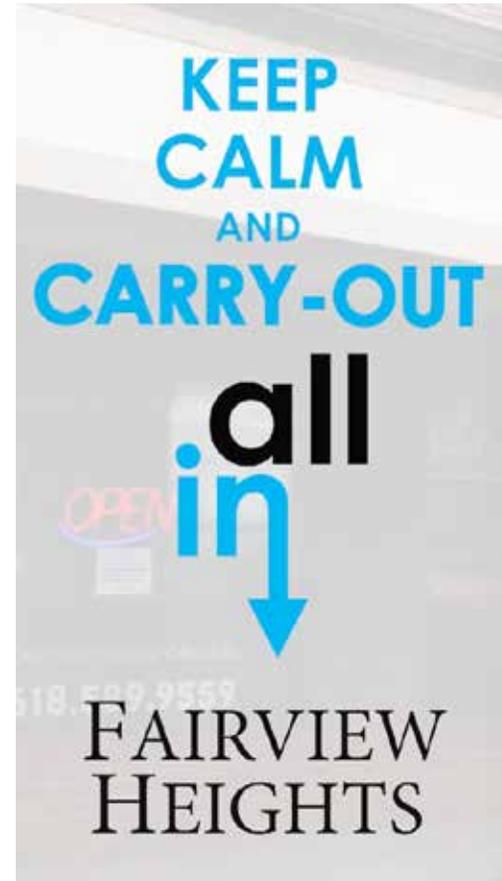
Outreach to Consumers to drive traffic to Fairview Heights.

Establish Brand Identity to create positive imagery about the city and its business.

Develop Consumer Profiles for use in economic development efforts to attract new business and retain current business.

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19



Promote Fairview Heights Restaurants, Bakeries, and other businesses remain open targeting 20 mile radius to consumers.

Promote COVID-19 Stay at Home Information to Residents of Fairview Heights

Communicate SBA COVID-19 Relief Aid to Small Businesses in Fairview Heights



PRIMARY TARGET

ORIGINAL 12.19.19



FEMALE
25-54

GEOGRAPHY
WITHIN 100 MILE RADIUS

INTERESTS
SHOPPING,
DINING,
FOOD & TV

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19

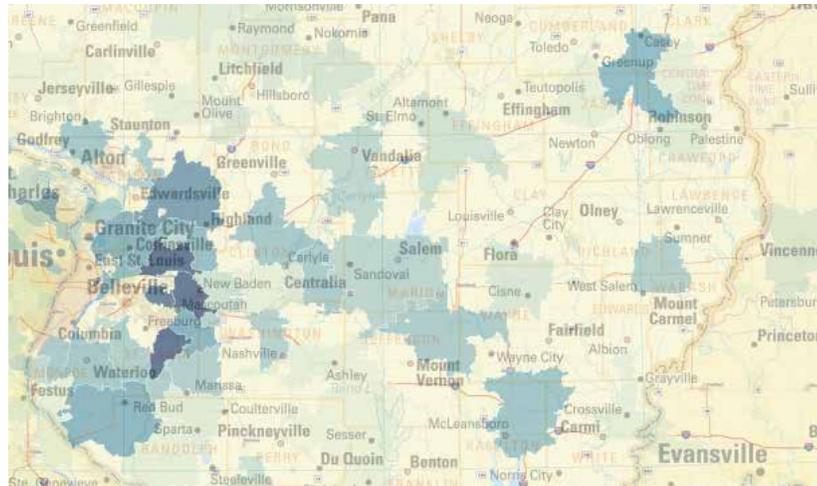
FEMALE
25-54

GEOGRAPHY
WITHIN 20 MILE RADIUS

INTERESTS
DINING
COVID-19 UPDATES
TAKE OUT - DELIVERY

PRIMARY TARGET

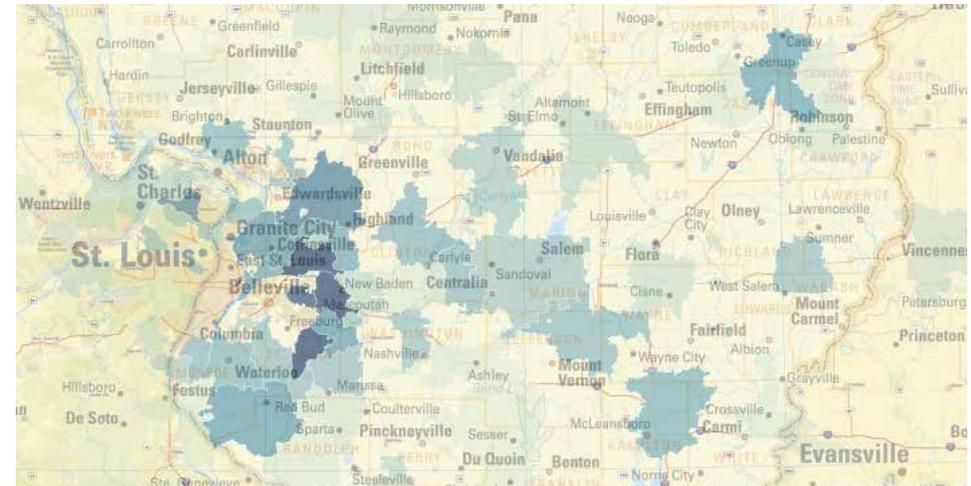
ORIGINAL 12.19.19



**GEOGRAPHY
WITHIN 100 MILE RADIUS**

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19



**GEOGRAPHY
WITHIN 20 MILE RADIUS**

SECONDARY TARGET



ORIGINAL 12.19.19



DEVELOPERS



BUSINESSES

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19



FVH RESIDENTS

BEHAVIORAL TARGETING

ORIGINAL 12.19.19



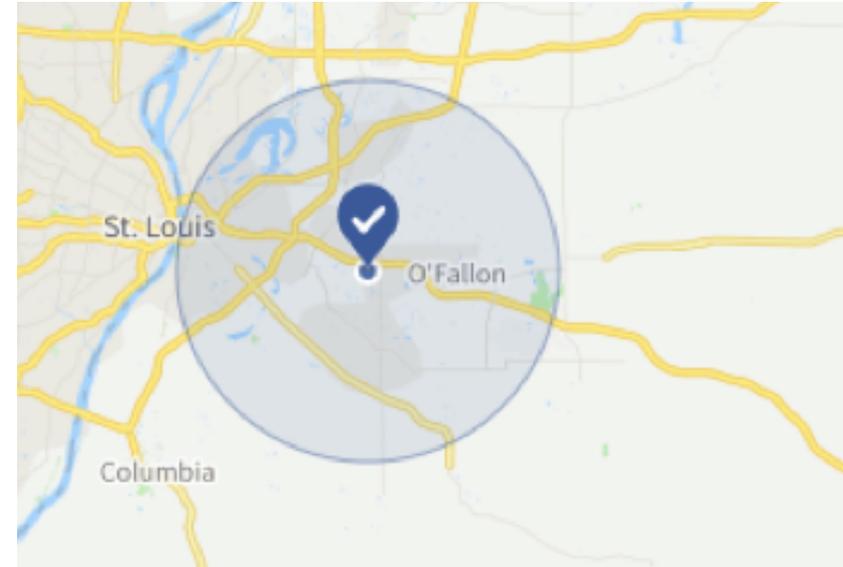
900K Individuals who have stayed at the hotels in the immediate area over the past year.

Targeted ads that encourage them to revisit the area and experience the city and its venues.

Measurable conversion to test different messages and calls to actions.

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19



Targeting the individuals who are in proximity to restaurants and other establishments who are set up for curbside, delivery, etc.

Continually targeting of these individuals to remind them of businesses

THE WEBSITE

ORIGINAL 12.19.19

EXPANDED 3.16.2020

IN RESPONSE TO COVID-19



FAIRVIEW HEIGHTS // ILLINOIS

SHOP TIL YOU DROP

One size does not fit all and we know that! You can find whatever your heart desires right here. Our shopping district along Highway 159 is anchored by St. Clair Square Mall and extends south, east and west to include major retailers and independent shops all within a 5 minute drive.

Find your unique fashion look, pick up new touches for your home décor. Stock up on your favorite wine, spirit or libation, discover one-of-a-kind jewelry and more.

[SHOP THE LOOKS NOW >](#)



KEEP CALM AND CARRY-OUT

WE'RE ALL-IN THIS TOGETHER!

That's why we've compiled a list of new hours, delivery and carry-out options for Fairview Heights Restaurants - just ahead of the 10 in Fairview Heights App to stay up to date.

A great meal can make anyone feel better. So, although you can't drink it, you can eat out thanks to drive-thru, delivery, and carry-out.

Keep Calm & Carry-Out!

[CHECK THEM OUT NOW](#)

PRINT A SIGN

For your business

Pledge to Stay In to help save lives and support our community.

[DOWNLOAD THEM HERE](#)

CHANGE YOUR PROFILE PIC

Show your profile pic in an ALL IN frame to support the cause on Facebook.

[CHANGE NOW](#)

SITE TRAFFIC

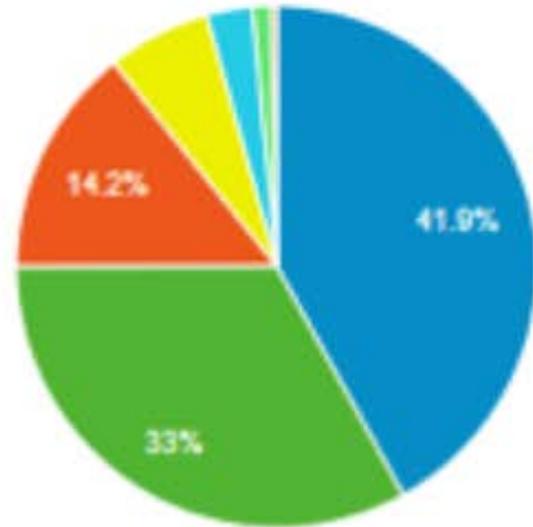


17,526
VISITORS

TOP CLICKS 4.20-5.17

Gauchos
Andrias
Hostas on The Bluff
Marcia Catering
Chuckwagon
Rio Grande
Agostinos
Lilly's Gyros
Lotawata
Ruby Tuesday
Ultimate Eatery
LizzieBob's
Shogun
E Brown's Bakery
Ginger Buffet
Jack Crab
Red Robin
Barnes & Noble

SITE TRAFFIC HOW ARE THEY GETTING THERE



■ Paid Search

■ Direct

■ Social

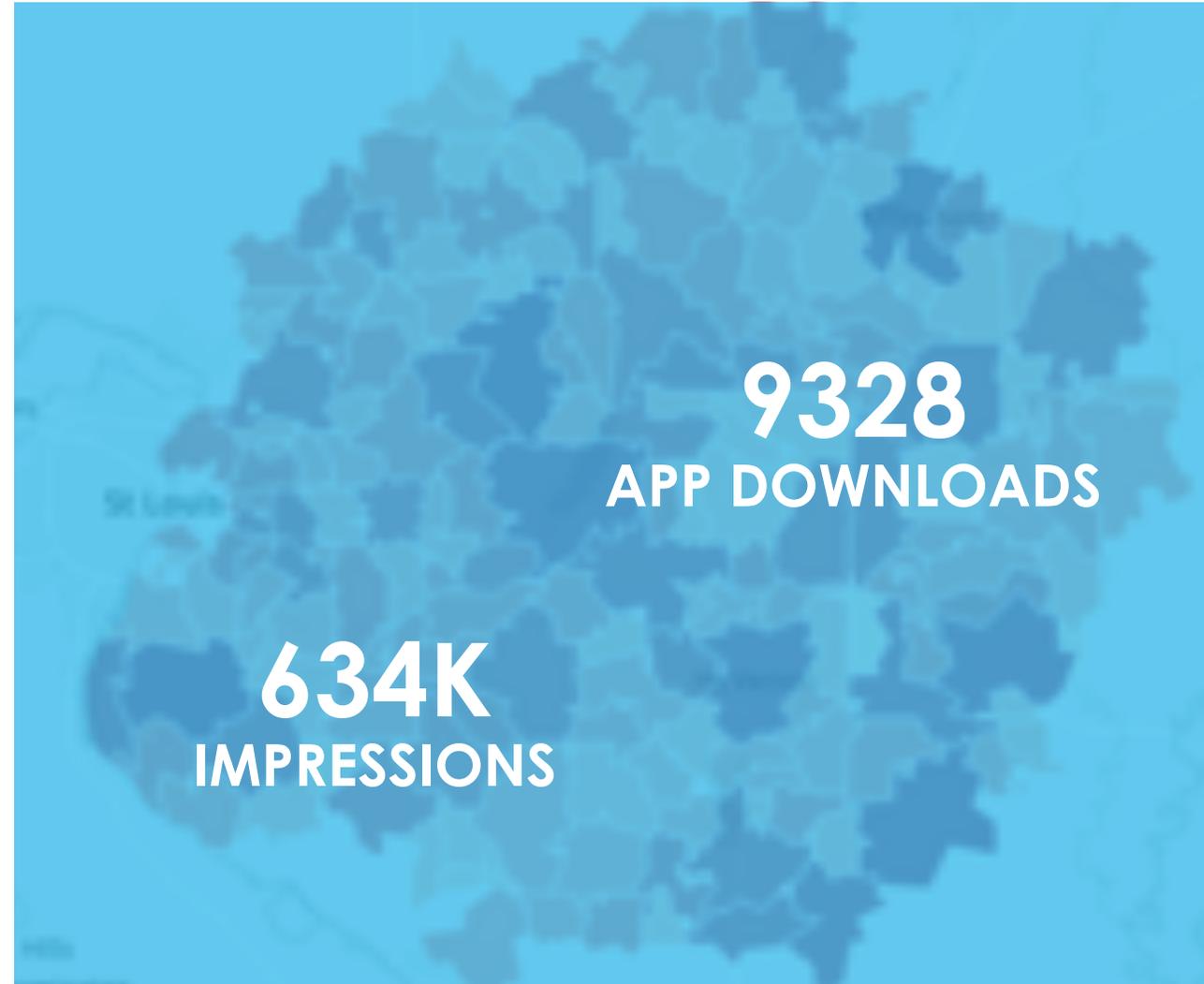
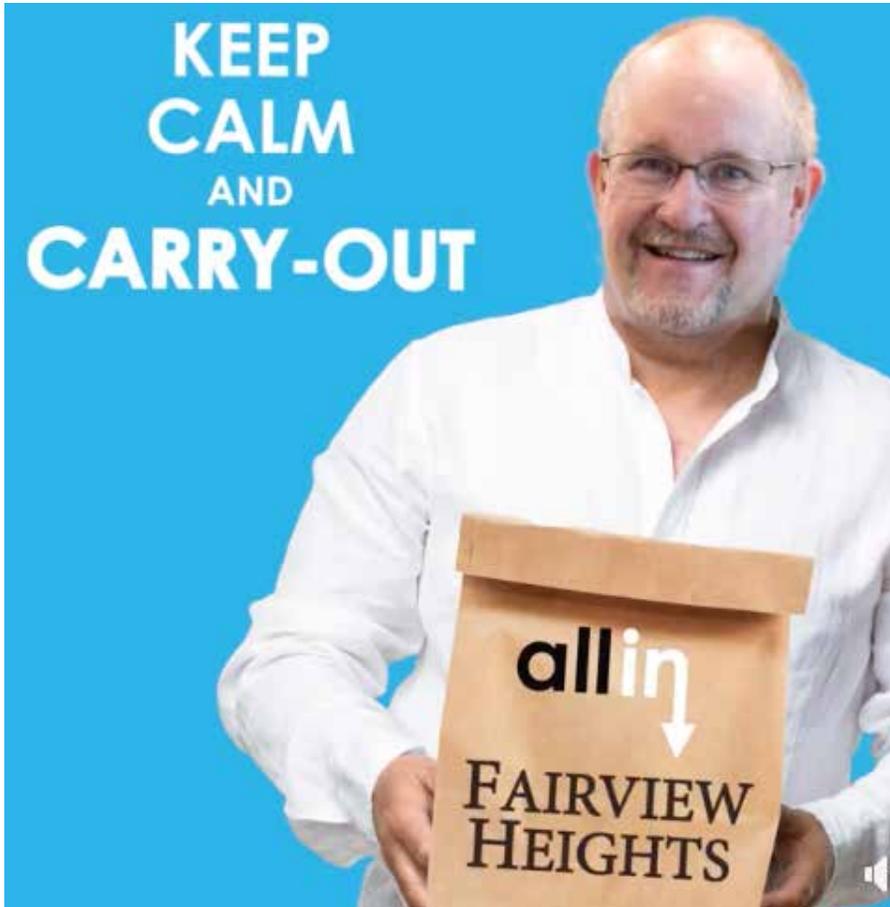
■ Email

■ Organic Search

■ Referral



DIGITAL AD RESULTS PHASE 3 | 3-16 - PRESENT



FACEBOOK & INSTAGRAM AD RESULTS PHASE 3 | 5.19 - Present

STRONG COMMUNITY ENGAGEMENT

159K
IMPRESSIONS

11,700
CLICKS

6.36%
CLICK THRU RATE

\$.32
COST PER CLICK
NEAR 1/2 BENCHMARK COST



AVG
CLICK-THRU - .9%



AVG
CPC RETAIL \$1.86

City of Fairview Heights, IL Sponsored · 🌐

It's SPRING! Hostas on the Bluff has a wide variety of amazing plants for you to choose from - PLUS if you use the ALL-IN ... See More



FAIRVIEWHEIGHTSIL.COM
Hostas on the Bluff
SAVE 10% with the ALL-IN App! [GET OFFER](#)

-  **Gail Caminiti** Hope to see you soon.
7 days ago
-  **Kathy Adams** Love this place, went last year got 15 plants. The couple that owns the place or great and knowledgeable.
10 days ago
-  **Vickie Santanello** They have a wonderful website. Check it out!
11 days ago
-  **Vickie Santanello** Just made an appointment and went yesterday. SO beautiful there! I only needed 2 hostas but had such a hard time deciding!
11 days ago
-  **Veronique Orlet** At what price do they start?
11 days ago
-  **Stacy Milward Mentzer** Veronique Orlet There are some rare ones that are priced higher but most of the hostas I bought there the other day were \$15-20 for nice sized interesting varieties.
9 days ago
-  **Larry Enzwiler** Take off the masks
12 days ago
-  **Kathryn Hacker** Fairview Heights. Near 157. Along the bluffs.
12 days ago
-  **Carol Urbeck** Where is this at ?
17 days ago
-  **Sheryl Simon Honchak** It's beautiful and the owners are so nice.
18 days ago

FACEBOOK & INSTAGRAM AD RESULTS

STRONG COMMUNITY ENGAGEMENT

City of Fairview Heights, IL
Sponsored · 🌐

Gaucha's Argentinian Steakhouse is OPEN offering CURBSIDE PICK-UP Fridays, Saturdays and Sundays! Don't ... See More



FAIRVIEWHEIGHTSIL.COM
KEEP CALM & CARRY-OUT
DOWNLOAD THE APP TODAY! [LEARN MORE](#)

-  **Naomi Love** Desiree L Johnson Bolden
7 hours ago
-  **Joyce Mcguire** where is this place?
3 days ago
-  **Robert Stewart** Chè por fin hay un boliche que ofrece asado...quiero morcilla, choripán, bife de chorizo, empanadas...
6 days ago
-  **Matt Painter** Great food. Will be going back soon
8 days ago
-  **Patricia Dolan** Any good!
9 days ago
-  **Shirley Mccarty** Where isthis
12 days ago
-  **Ainara Farina** Shirley Mccarty 823 Lincoln Hwy, Fairview Heights
5 days ago
-  **Nancy Boaz** I'll be trying it soon
12 days ago
-  **Martha Ferendzo** Where are they located
14 days ago
-  **Ainara Farina** Martha Ferendzo 823 Lincoln Hwy, Ste 105, Fairview Heights
12 days ago

City of Fairview Heights, IL
Sponsored · 🌐

A Fairview Heights FAVORITE is BACK! Barnes & Noble is OPEN for curbside pick-up! Order online, no-contact pick up at ... See More



FAIRVIEWHEIGHTSIL.COM
KEEP CALM & READ ON!
DOWNLOAD THE APP TODAY! [LEARN MORE](#)

-  **Janet Koehne Hurray**
12 days ago
-  **Suzanne Mongan** Yay!!!
16 days ago
-  **Madeline Swacil** Hallelujah!
18 days ago
-  **Carolyn Cullen** Heather Cullen
20 days ago



THE ALL IN FAIRVIEW HEIGHTS APP



9,328
APP DOWNLOADS

8,203
ACTIVE USERS

4,238
OFFERS

7,935
ACTIONS TAKEN

5,389
CHECKINS

300+

ACTIVE BUSINESS
PARTICIPATION

 **59%**
APPLE

41%
ANDROID



WHO'S DOWNLOADING OUR APP



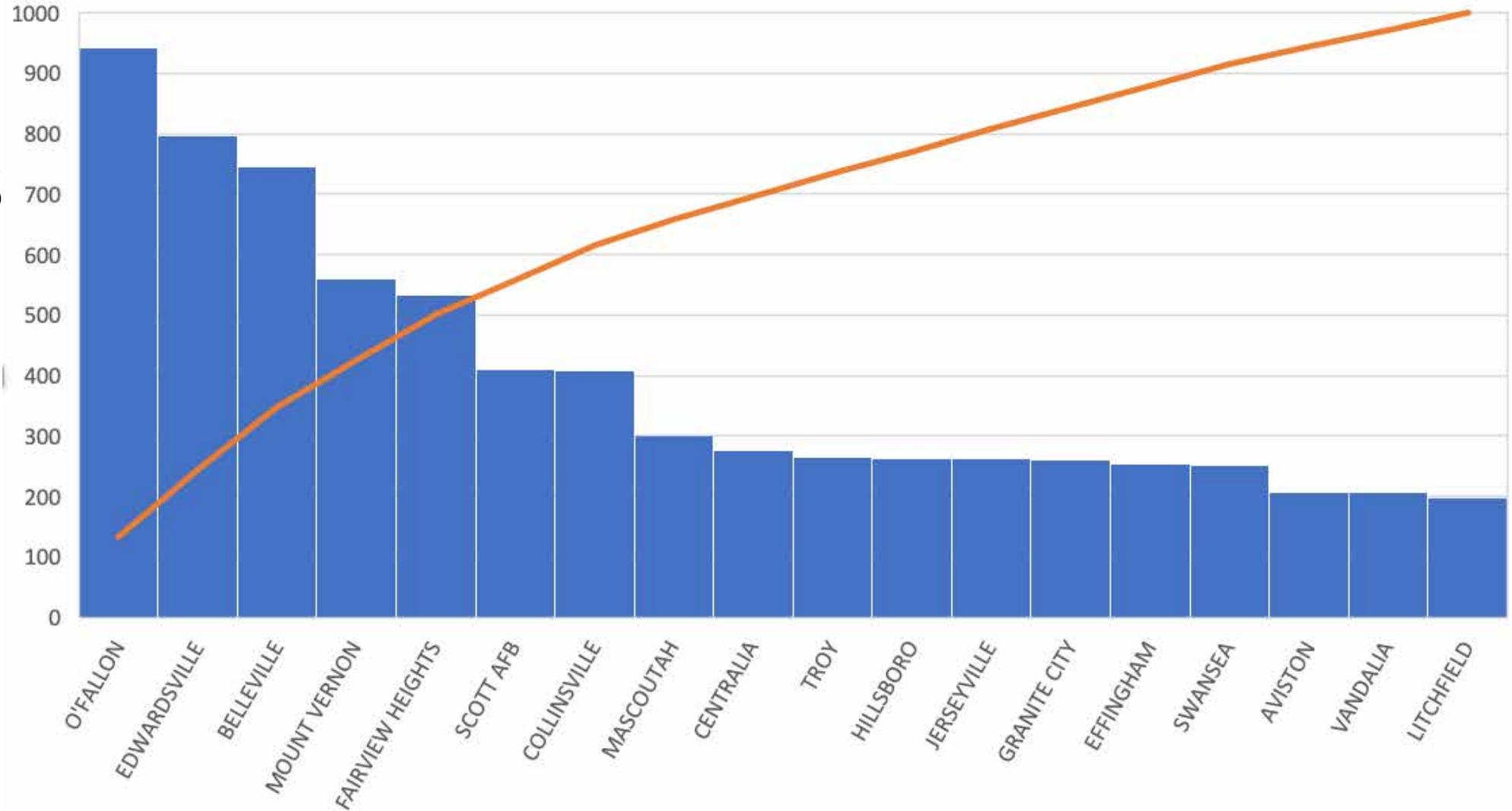
72% FEMALE
85% 25-54



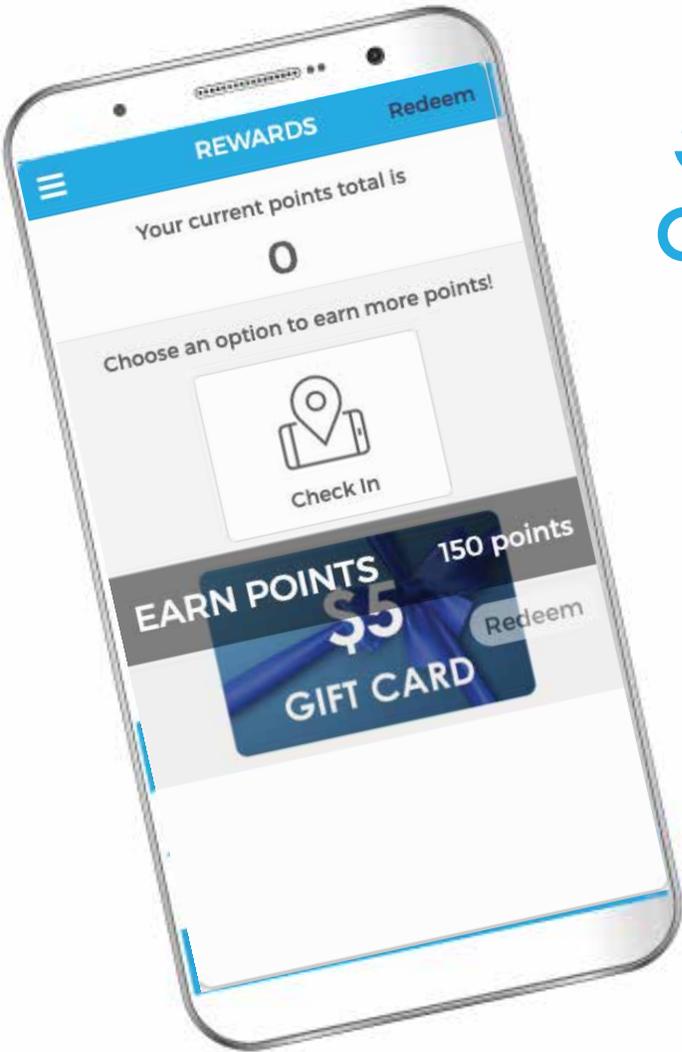
28% MALE
74% 25-54

WHERE ARE THEY COMING FROM

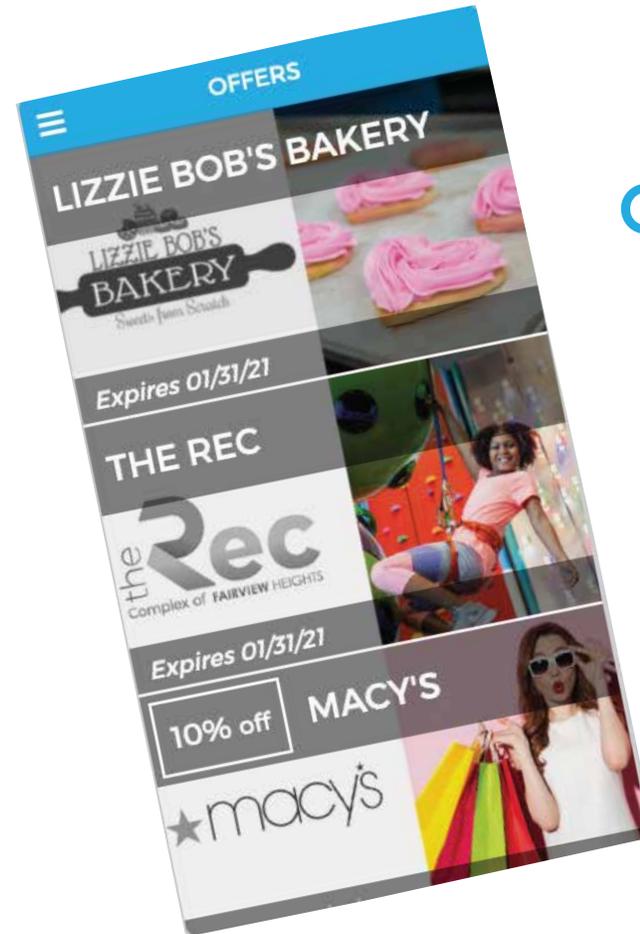
TOP MARKETS



WHERE ARE THEY GOING



5,389
CHECKINS



4,238
OFFERS REDEEMED

SOCIAL MEDIA FOLLOWING INCREASES

Total Page Followers as of Today: 1,595

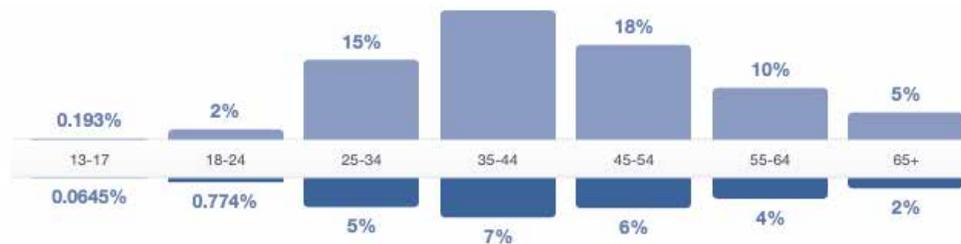


Women

■ 74%
Your
Followers

Men

■ 25%
Your
Followers



CONTINUED INCREASE IN PAGE FOLLOWERS

Page Followers

May 18 - June 14

98

Page Followers ▲20%



Page Views

May 18 - June 14

705

Total Page Views ▲28%



TOP SOCIAL ORGANIC NEWS

City of Fairview Heights, IL
Published by Maureen Woodrome [?] · June 1 at 4:58 PM · 🌐

St. Clair Square Mall is OPEN! Some of your favorite stores and restaurants are now open for shopping and you can save by downloading the app at www.fairviewheightsil.com.

While not every store in the mall (or this video) is open - YET - we're ALL-IN this together and we know that they'll be back soon!

Until then, you can enjoy these stores RIGHT NOW when you head to the mall: ... See More



1,083
People Reached

103
Engagements

[Boost Post](#)

👍 12

7 Shares

City of Fairview Heights, IL
Published by Maureen Woodrome [?] · May 9 · 🌐

Hostas on the Bluff is open for curbside, delivery and by appointment to help you with all of your Mother's Day last minute gifts! PLUS, if you have the ALL-IN App (www.fairviewheightsil.com) you'll get a great discount!

We are so excited that our businesses are starting to open back up with these great options!



1,251
People Reached

136
Engagements

[Boost Post](#)

👍 7

6 Shares

City of Fairview Heights, IL is with Rio Grande Cocina and Taquerias Olvera.
Published by Maureen Woodrome [?] · April 30 · 🌐

Let's CELEBRATE Cinco de Mayo TOGETHER! Whether you celebrate this weekend or on Taco Tuesday - Taquerias Olvera and Rio Grande Cocina have got you covered! From FAMILY PACKS to MARGARITAS, you'll find everything you need for a party!

Download the ALL-IN App HERE: www.fairviewheightsil.com
#allinfairviewheights #eatlocal #cincodemayo #tacotuesday



1,571
People Reached

180
Engagements

[Boost Post](#)

👍❤️ 13

5 Comments 10 Shares

REOPENING DINING COMMUNICATIONS



APPLICATION FOR
TEMPORARY OUTDOOR DINING
[DOWNLOAD HERE >](#)

LAUNCHED THE ALL IN-SIDE OUT
CAMPAIGN TO ASSIST RESTAURANTS
RECEIVE TEMPORARY OUTDOOR DINING
THROUGH A FAST TRACK PROCESS.

TO LEARN MORE CONTACT US.
Fairview Heights Land Use & Development
10025 Bushland Road
Fairview Heights, IL 62208
Phone: 618-489-2060 | Email: Rlgant@cityofrh.org

We've been weathering the storms of COVID-19 together. You've adapted to curbside, carry-out and delivery. We have worked together to promote your new way of delivering the tastes that satisfy our cravings and the refreshments that quench our thirst through the **ALL-IN FAIRVIEW HEIGHTS APP** and our video ads. Now, I am **EXCITED** that we will be able to come back to your restaurant to **DINE IN-SIDE**, and enjoy the summer weather together.

In order to assist you, the **CITY OF FAIRVIEW HEIGHTS** created a fast track process to allow you to have outdoor seating and be open within 72 hours! That's what we call fast action delivery. We are **ALL INSIDE OUT** and we can't wait to wait on you! It is easy - just fill out the Application for Temporary Outdoor Dining, submit it and you are on your way. It's **ALL FREE!**

In addition, we are enclosing a menu of resources to assist in addressing sanitation, safety and social distancing best practices for dining. I have never been more proud of how each of you have risen to the occasion. Please continue to reach out to me and our city staff. We are here to help if you run into any hump - big or small.

Thank you,
MAYOR MARK

Appetizers

ALL-IN FAIRVIEW HEIGHTS APP
The City's Economic Development Department created the **ALL-IN FAIRVIEW HEIGHTS APP** to promote Fairview Heights' businesses in December 2019. During the COVID-19 Pandemic of 2020, the City updated the APP to promote new hours and operations of our City's businesses. In addition, the City has produced 45 video ads to date promoting Carry-Out, Curbside Pick-Up and Delivery featuring local restaurants, industries and businesses.

IT'S ALL FREE TO BUSINESSES AND OUR PATRONS.
All you have to do is sign up and provide an offer to be featured on our City App.

POWER UP THE APP!
Download the app on the App Store or Google Play.

HOW TO SIGN UP TO PARTICIPATE AND RECEIVE FREE VIDEO ADS TO PROMOTE YOUR NEW DINING OPTIONS.
Contact Kelly Riggatt, Program Administrator at kellyr@cityofrh.org or by going to www.cityofrh.org and fill out the enrollment form under Business.

"This app is ideal for all the support we received from the City during the ALL-IN Campaign. Before COVID-19, we were seeing a lot of people using the APP but it was the number of customers that continued to use it after the campaign that has really helped us push through and remain open."
Elizabeth Peoples, Owner

Main dishes

5 INGREDIENTS FOR SUCCESS

- Hand Washing
- Hand Sanitizer
- Employee Masks
- Employee Gloves
- Disposable Paper Menus

Please consider including the above items 5 ingredients in your Outdoor Dining Plan.

FAST TRACK APPROVAL PROCESS
FREE
72 HOURS or LESS APPROVAL
Clear on Our Assistance
14 Days Reply

HOW TO APPLY

1. Online at www.cityofrh.org
2. Dropoff or mail enclosed Application for Temporary Outdoor Dining to:
Andrea Riggatt
Director, Land Use & Development
10025 Bushland Road
Fairview Heights, IL 62208
Phone: 618-489-2060
Email: Rlgant@cityofrh.org

6 FT SOCIAL DISTANCE

OUTSIDE DINING
TURNING PARKING LOTS INTO OUTDOOR DINING SPACES GUIDELINES.

Refer to table to determine dining area. Up to 50% of the required parking spaces for restaurant may be used for outdoor dining. Tables allowed, one seat number based on parking lot.

These guidelines are valid as referenced.
Approved Application for Temporary Outdoor Dining

RESOURCES

The City's Economic Development Department has assembled best practices from the leading authorities to assist restaurants in re-opening. Enclosed you will find two of the best guides. For additional assistance, contact Paul Ellis at 618-489-2060 or pellis@cityofrh.org.

Mark Kaprky, Mayor
Joshua Traylor & Frank Stone, Ward 1
Pat Bunker & Brenda Wagner, Ward 10
Theresa Williams & Bill Peters, Ward 7

Karen Kaufhold, City Clerk
Ryan Vickers & Anthony Jefferson, Ward 11
Pat Peck & Harry Zimmerman, Ward 12

REOPENING DINING COMMUNICATIONS

HAND DELIVERED TO ALL RESTAURANTS



13 INCH TRAY DELIVERED WITH SUPPORT MATERIALS IN FOLDER AFIXED ON UNDERSIDE.



PARKS AND RECREATION DEPARTMENT

INTER OFFICE MEMO

TO: Elected Officials

FROM: Angela Beaston, Director of Parks and Recreation

DATE: June 15, 2020

SUBJECT: Parks & Recreation Committee Agenda Overview

Director's Report: The following is a synopsis of the Parks and Recreation Department:

Recreation Department: Due to the Covid-19 situation, all recreational programs and events have been cancelled through the end of June. All employees continue to remain on furlough until further guidelines are released on restrictions for gatherings and social/sporting events.

Parks Department: While working with limited staffing due to Covid-19, the department continues to perform the maintenance and operations of all the parks throughout the City. At this time, all playgrounds remain closed and most facilities are open but under social guideline restrictions allowing groups of 10 or less throughout the areas of the park. The tennis/pickle ball courts at Moody Park are also open but are limited to single play only.

THE REC Complex: Due to the Covid-19 situation, most employees remain on furlough at this time. The building is currently operating under the Phase III guidelines with workouts limited to one-on-one training and outdoor fitness classes. At this time, the decision was made to keep the pool closed due to the cost of operating at such a limited capacity.

Agenda Review:

Agenda Item #1 - Director's Report: General discussion regarding items in report



Angela Beaston
Director of Parks & Recreation

City of Fairview Heights
10025 Bunkum Road
Fairview Heights, IL 62208
(618) 489-2040 - Office
(618) 489-2047 - Fax
www.cofh.org



DEPARTMENT OF LAND USE AND DEVELOPMENT

INTEROFFICE MEMORANDUM

To: City Council
From: Andrea Riganti, Land Use and Development Director
Subject: Director's Report
Date: June 12, 2020

Since March 23, City Hall has been closed to the public. All Departments have modified operations, focusing on the most essential tasks. To that end, the Department of Land Use and Development (LUD) has made the following changes:

- All staff follow a staggered in-office schedule. This approach ensures social distancing and other safety protocols are met at City Hall. The impacts to operations include a slight decrease in building, residential, and code enforcement inspector availability.
- The Department is short staffed due to COVID-19. However, staff has been able to accommodate most requests and respond to inquiries in a timely manner. The phone call volume to the Department's main line is substantial.
- A virtual inspection option is offered for occupied buildings.
- During in-office days, code enforcement inspectors patrol city-wide for property maintenance violations or in response to complaints, rather than focusing on their assigned district. The abatement timeframe has been lengthened to offer economic relief during the COVID-19 pandemic. Court has resumed.

Major Department Activities.

Planning and Zoning

- The Planning Commission met on June 9 to consider a Special Use Permit with Site Development Plan for the construction of a bank with drive thru ATM at 6535 N. Illinois (former Boston Market). It was recommended for approval and is being forwarded to the June 17 Community Committee meeting.
- There was no Zoning Board of Appeals meeting in May or June.
- Staff continues to respond to questions and consult with developers, property owners, and residents on new development, annexation and zoning related matters.
- Staff continues to work with Economic Development Department on revising the Business Assistance Program and economic recovery strategies. An outdoor dining application and process was developed for restaurants as per Phase 3 guidelines. A packet of information was delivered to every restaurant in the City.
- Additional efforts are being made to streamline economic development efforts. Encouraging joint meetings with potential developers, recommending the in-house development of an economic development packet (which could include an "Open for Business Guide", updated list of incentives,

demographic information about the City, map, and other resources), the Economic Development Strategy, and Business Alliance Commission.

- Staff is reviewing the redevelopment plans for the existing Tax Increment Financing (TIF) districts to determine accomplishments and identify future projects.

Code Enforcement

- Staff continues to perform routine inspections of problem properties and “hot spots” for potential property maintenance issues. Staff also responds to complaint driven issues for same. Additional abatement time has been granted for non health-safety violations during COVID-19.
- Staff continues to work with the Public Works Department on nuisance abatement matters.
- Staff began larvaciding of drainage ditches and ponding areas.
- Staff continues to respond to animal control calls.

Building Division

- Staff continues to perform plan review and building related inspections. Virtual inspections are being offered during COVID-19.

Timeframe	Residential Occupancy Permits	Issued for Single-Family Dwelling	Issued for Multi-Family Dwelling	Issued to Renter	Issued to Owner
1/1/20-5/11/20	245	120	125	166	79
<i>January</i>	56				
<i>February</i>	51				
<i>March</i>	60				
<i>April</i>	54				
<i>May to 5/11</i>	24				
1/1/19-5/11/19	270	142	128	182	88
<i>January</i>	60				
<i>February</i>	56				
<i>March</i>	70				
<i>April</i>	61				
<i>May to 5/11</i>	23				

Please let me know if there are questions or concerns.



DEPARTMENT OF LAND USE AND DEVELOPMENT

June 15, 2020

Fairview Heights City Council
10025 Bunkum Road
Fairview Heights, IL 62208

Dear Community Committee Member:

The petition listed below is hereby transmitted for your consideration at the Jun 17, 2020 Community Committee:

APPLICATION NUMBER:	PC-02-20
REQUEST:	Special Use Permit (SUP) with Site Development Plan to allow the construction of a bank at 6536 N. Illinois Avenue
APPLICANT NAME:	Chad Fairbanks, 6500 Chippewa Street, St. Louis, MO 63109
ZONING:	PB-Planned Business
LAND USE:	Commercial - bank
COMMUNITY COMMITTEE ACTION:	Consideration of Planning Commission's recommendation of SUP and Site Development Plan, forward to City Council which has final authority to approve or deny the request.

Community Committee and City Council are being asked if accept or object to Planning Commission's recommendation. Attached is the staff advisory and Plan Commission Resolution pertaining to the request.

Respectfully,

Jim Bramstedt

Jim Bramstedt, Chairman
Planning Commission

Planning Commissioner Barkley/Moats introduced the following resolution and moved for its

adoption: RESOLUTION PC 02 -20

A RESOLUTION ADOPTING FINDINGS OF FACT RELATING TO APPROVAL OF REQUEST FOR A SPECIAL USE PERMIT AND SITE DEVELOPMENT PLAN FOR 6535 NORTH ILLINOIS WITHIN THE "PB" PLANNED BUSINESS DISTRICT.

WHEREAS, Chad Fairbanks, Core States Group, on behalf of Chase Bank, hereinafter referred to as the "Applicant," has properly applied for a Special Use Permit with Site Development Plan for the construction of a bank with drive-thru ATM within the "PB" Planned Business District located at 6535 North Illinois Street, PIN 03-28.0-204-011.

NOW THEREFORE, BE IT RESOLVED BY THIS PLANNING COMMISSION OF THE CITY OF FAIRVIEW HEIGHTS, ST. CLAIR COUNTY, STATE OF ILLINOIS that the findings of fact relating to the request are determined to be as follows:

1. That the Applicant appeared before the Planning Commission for a public hearing pursuant to Section 14-10-8 of the City of Fairview Heights Development Code on June 9, 2020 and that said public hearing was properly conducted and that the minutes of said public hearing are hereby incorporated by reference.
2. The subject properties are zoned "PB" Planned Business District.
3. That this permit will not require changes to traffic circulation and ingress/egress.
4. That this permit will not require minor enhancements to landscaping, lighting, landscaping and the existing site usage.
5. That the proposed use will not be unduly dangerous or otherwise detrimental to persons residing or working in the vicinity of the use or to the public welfare.
6. That the proposed use will not substantially adversely impair the use, enjoyment, or market value of any surrounding property.
7. That the proposed use will not be hazardous or disturbing to existing neighboring uses.
8. That the proposed use will be served adequately by public facilities and services such as highways and streets.
9. That the proposed use will not create excessive additional requirements at public cost for public facilities and services, and it will not be detrimental to the economic welfare of the community.

10. That the proposed use will not involve activities and uses that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke fumes, glare or odors.
11. The proposed use will be consistent with the Comprehensive Plan.
12. That this Special Use Permit and Site Development Plan approval will allow the applicant's development of a bank as proposed by the Applicant.
13. That the Permittee shall be responsible for all City costs incurred in administering and enforcing this Permit.
14. That the Director of Land Use, and his/her designee, shall have the right to inspect the premises for compliance and safety purposes annually or at any time, upon reasonable request.
15. That this Development Plan Approval shall automatically expire if the use is not initiated within one year of City Council approval.
16. That this Development Plan approval allows for the site plan as presented.

The motion for the adoption of the foregoing resolution was duly seconded by Moats; upon vote being taken thereon, the following voted in favor thereof: Herrington, Moats, Mensing, Hoppe, Barkley, Smith, McCarthy, & Bramstedt.

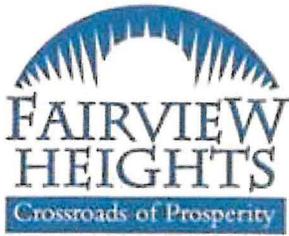
and the following voted against the same: None
and the following abstained: None
and the following were absent:
Wesemann, Carthen, & Coleman,

whereupon said resolution was declared duly passed and adopted by the Fairview Heights Planning Commission this the 9th day of June 2020.

Planning Commission Chairman

ATTEST:

Land Use Director



DEPARTMENT OF LAND USE AND DEVELOPMENT

TRANSMITTAL TO PLANNING COMMISSION

APPLICATION NUMBER: PC-02-20

REQUEST: Special Use Permit (SUP) with Site Development Plan to allow the construction of a bank at 6536 N. Illinois Avenue

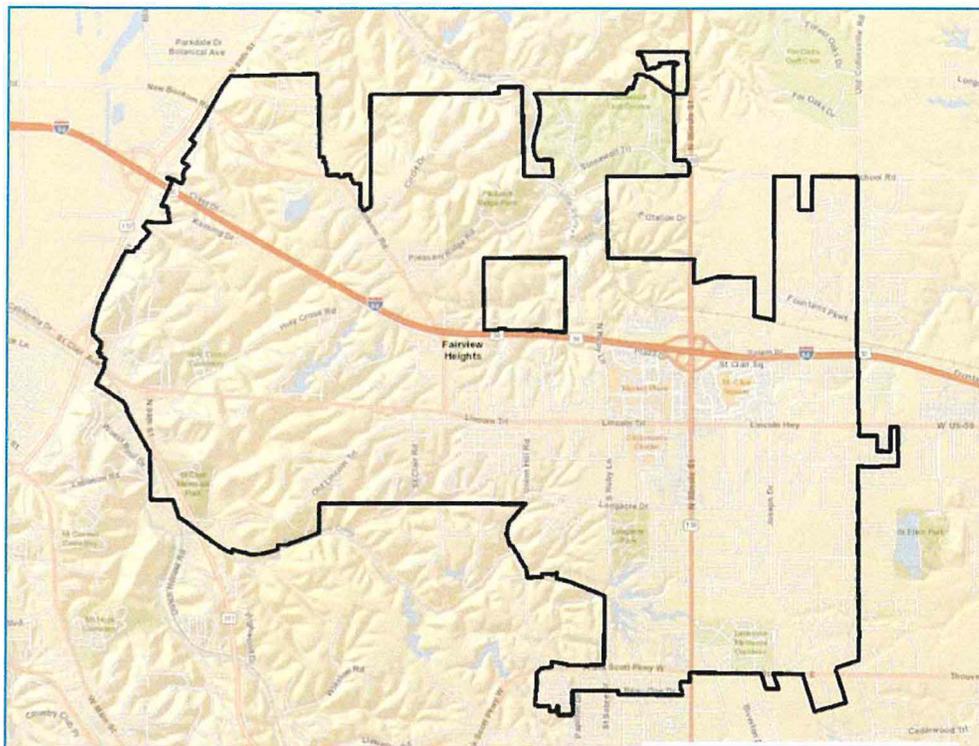
APPLICANT NAME: Chad Fairbanks, 6500 Chippewa Street, St. Louis, MO 63109

MEETING DATE: June 9, 2020

ZONING: PB-Planned Business

LAND USE: Commercial - bank

PLANNING COMMISSION ACTION: Consideration of the SUP and Site Development Plan, make recommendation to the Community Committee and City Council which has final authority to approve or deny the request.



STAFF ADVISORY

1. BACKGROUND

The City of Fairview Heights Development Code divides the City into districts and establishes a set of land uses that are either “permitted” or “special”. Permitted uses are compatible land uses authorized as a matter of right. Special uses are those that may cause potential conflict depending on the scope of the operation. A special use may be allowed after a review by Plan Commission and City Council, in accordance with Development Code section 14-10-8. Each special use is evaluated on its own merits.

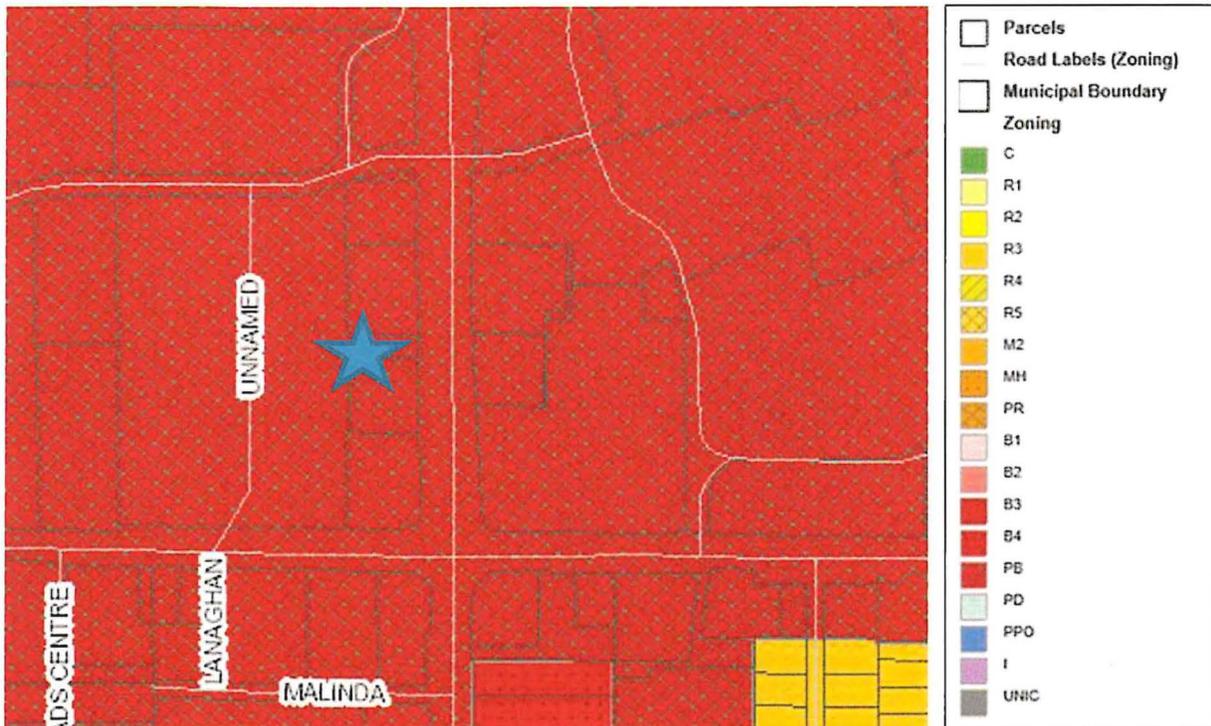
The subject property located at 6535 N. Illinois Street is zoned PB-Planned Business. This zoning district is intended for a variety of commercial uses such as retail, office, and restaurant uses. The bank use is permitted; however, a Special Use Permit with Site Development Plan is required when there is a substantial change to an approved PB-Planned Business development site plan or there could be impacts to traffic, noise or adjacent uses. A new process is required with this site redevelopment to include construction of a new building with a drive-up/ATM.

2. DISCUSSION

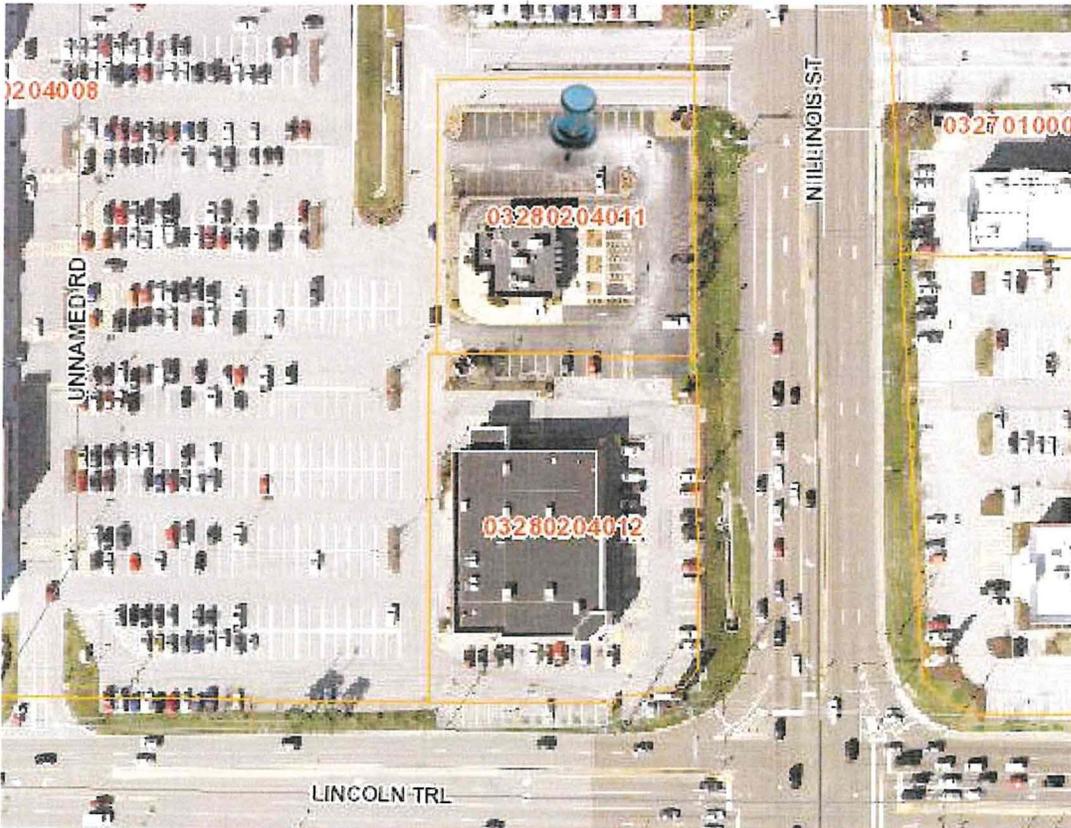
Context

The subject property is located in the central part of the City, south of Interstate 64, west of North Illinois and north of Lincoln Trail. The parcel is approximately .98 acres and the current use is a restaurant (Boston Marking).

The adjoining properties are zoned PB-Planned Business. The surrounding land uses are consistent with zoning and include the Hobby Lobby, Fresh Thyme, Walgreens, Home Goods and more. St. Clair Square Mall is located to the east of the site across North Illinois Street.



Aerial View of Property



Project Information

The project is the construction of a 3,300 square foot single story building to be used as a bank. There will be a drive up ATM on the northern part of the site. The building height is +/- 21'. There will be 31 parking spaces provided, including two ADA spaces.

The existing restaurant building (former Boston Market) will be demolished. The site will be completely cleared, regraded, and new paved surface installed. The existing entrances will be moved slightly to the north to provide more distance from adjacent entrances. The existing parking lot cross access between the use to the south (Walgreen's) will be eliminated. Landscaping will be provided around the perimeter of the property and building.

The bank hours will be Monday – Friday from 8:30 a.m. to 6:00 p.m., 9:00 a.m. to 2:00 p.m. on Saturday and closed on Sunday. There will be 8-10 employees.

Planning Considerations

At issue is whether or not the proposed addition is reasonable as per the Development Code for Site Development Plans, the PB-Planned Business District and SUP standards.

Zoning and Site Development Standards

The proposed building is in conformance with the purpose of the PB District, the intent of which is to generate development consistent with good planning practice and compatible with adjoining properties. The site design, setbacks, building height and appearance attain PB goals. The building will be constructed with a

mix of stone, metal and glass. The parking requirements have been met. The landscaping requirements have been met, and will help to decrease the on-site impervious surface area and stormwater runoff.

The site is currently served by utilities.

The on-site access and traffic circulation is well-designed for anticipated

SUP standards:

1. The effect the proposal would have on the City's comprehensive plan.

Finding: The City's Comprehensive Plan identifies the subject property as retail/commercial. Therefore, the proposed use is consistent with the intent of the comprehensive plan.

2. The effect the development would have on schools, traffic, streets, shopping, public utilities and adjacent properties.

Finding: The project is the redevelopment of an existing site. It is not expected to impact the schools or public utilities. The anticipated traffic generated by the bank use is expected to be less than that of the prior restaurant use. The bank use and building design are in context with surrounding uses.

3. Is the application necessary for the public convenience at that location?

Finding: N/A

4. In the case of an existing nonconforming use, will a special-use permit make the use more compatible with its surroundings?

Finding: N/A

5. Is the application so designed, located and proposed to be operated that the public health, safety, and welfare will be protected?

Finding: The perceived nuisances of a drive-thru facility are generally noise and traffic. Those nuisances are more often generated by drive-thrus associated with restaurants rather than banks. Given that the subject property is in a developed shopping area, the new use is will not have a harmful impact on adjacent uses. Any light and noise generated by the addition will be in accordance with the performance standards of the development code. Therefore, the proposed business is not expected to have a substantial impact on the factors cited in this criteria.

6. Will the application cause injury to the value of other property in the neighborhood in which it is located?

Finding: The proposed use is not anticipated to have a harmful impact on surrounding properties.

7. Will the special use be detrimental to the essential character of the district in which it is located?

Finding: A bank is an appropriate use at the location.

Other Applicable Standards

Section 14-3-20 of the Development Code identifies performance standards for developments and redevelopments, and applies to this application:

PERFORMANCE STANDARDS – GENERAL

(A) Any lot shall be properly graded for drainage and maintained in good condition, free from trash and debris.

(B) Noise emanating from any use shall not be of such volume or frequency as to be unreasonably offensive at or beyond the property line. Unreasonably offensive noises due to intermittence, beat frequency or shrillness shall be muffled so as not to become a nuisance to adjacent uses.

(C) No obnoxious, toxic or corrosive matter, smoke, fumes or gases shall be discharged into the air or across the boundaries of any lot in such concentrations as to be detrimental to or endanger the public health, safety, comfort or welfare or to cause injury or damage to property or business.

A building permit will be required for the construction. This process will include review of site grading and stormwater management by the Public Works Department.

Exhibits

1. Application and Supporting Documents
2. Public notice
3. Resolution and Findings of Fact

APPLICATION FOR SPECIAL USE PERMIT

5/12/20

DATE APPLICATION RECEIVED BY LUD



Department of Land Use and Development
 10025 Bunkum Road
 Fairview Heights, IL 62208
 Phone (618) 489-2060

OFFICE USE ONLY	
DATE APPLICATION DEEMED COMPLETE: -	CASE NUMBER ASSIGNED: PC-02-20
RESUBMITTALS RECEIVED/DATE: -	APPLICATION FEES PAID (\$150 + \$25 per acre above one acre):
ZONING DISTRICT: PB	DATE PUBLIC NOTICE SIGN POSTED:
DATE SET FOR HEARING:	NEWSPAPER NAME AND PUBLICATION DATE: 5/19/20
APPLICATION CIRCULATION DATE 5/29 : Comments Received: <input type="checkbox"/> Public Works <input type="checkbox"/> Fire District <input type="checkbox"/> Parks and Recreation <input type="checkbox"/> Economic Development <input type="checkbox"/> Police Department <input type="checkbox"/> Finance Department <input type="checkbox"/> Administration Department <input type="checkbox"/> Other	AUTHORITY MEETING DATE/RECOMMENDATION: <input type="checkbox"/> Planning Commission _____ / _____ <input type="checkbox"/> Community Committee _____ / _____ <input type="checkbox"/> City Council _____ / _____
DATE OF MEETING: 6/9/20	RESOLUTION NUMBER: <i>(Maintain copy with LUD file)</i>

Special Use Permits are reviewed by the City's Planning Commission, Community Committee and City Council. City Council has the final decision on the application. Representation is required at these meetings.

Applicants are encouraged to schedule a pre-application conference with the Director of Land Use and Development prior to submittal. The application will be processed and scheduled for Plan Commission consideration after it is deemed complete.

Applicants are responsible for the following:

1. Two hard copies and one electronic version of the completed application and submittal requirements. The application deadline to the Department of Land Use and Development is at least thirty-six (36) days prior to the Plan Commission meeting.
2. Application fees.
3. Posting a public hearing notice sign on the subject property; providing photographic evidence of same.
4. Newspaper public notification fee.

SUBMITTAL REQUIREMENTS FOR SPECIAL USE PERMIT

The minimum standards for land subdivision and development are contained in Section 14-9-8 of the City's Development Code. Please consult this section, as well as the relevant zoning district regulations, when preparing the application. <http://www.cofh.org/DocumentCenter/View/298/COMPLETE-PDF-CODE>

1. *Site plan- drawn to scale and includes the following information:
 - a. Location and dimensions of lot (boundary) and *adjacent* properties and right of way; note zoning designation of surrounding properties
 - b. Location and dimensions of existing and proposed buildings and structures
 - c. Location and size of proposed off-street parking, loading areas, pedestrian facilities, curbcuts/driveways and vehicular traffic circulation, and relationship to adjacent circulation systems (all curb cuts within 150' of property and road intersections)
 - d. Distances between buildings (front, side, and rear lot lines); principal building and accessory buildings; principal building and principal buildings on adjacent lots
 - e. Location of public and/or private utilities and facilities proposed to serve the subject area; including water supply, sewage, and drainage facilities
 - f. Location of light standards
 - g. Size and design of signs
 - h. Location and type of landscaping (of a sufficient detail to ensure parking lot landscaping and buffer requirements are met). Indicate existing and to be removed landscaping
 - i. Small key map
 - j. Any additional information as may be reasonably required by the Land Use and Development Department

NOTE: ALL INFORMATION SHALL BE PROVIDED ON A SINGLE SHEET, UNLESS OTHERWISE AGREED BY THE DIRECTOR OF LAND USE AND DEVELOPMENT. RE-OCCUPANCIES MAY NOT REQUIRE ALL INFORMATION; PLEASE CONSULT WITH LUD.

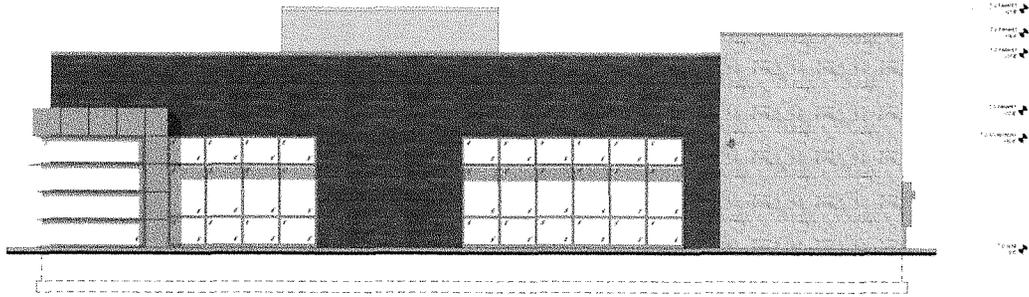
2. Narrative- statement describing the proposed project, estimated development schedule, economic viability of the project, extent of grading, anticipated traffic, impact upon community, and other information considered relevant to the project.
3. Photographs- aerial and/or ground-level photographs of the site
4. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, *and parcel number.*
5. Building elevations or perspectives- to show compatibility with surrounding area and of sufficient detail to ensure building material requirements are met (*for new construction and significant rehabilitation only*)
6. Floor plan drawn to approximate scale and dimensioned (*for new construction, change of use and significant rehabilitation only*)
7. Legal description of the property

RE: Chase Bank
6536 N Illinois St.
Fairview Heights, IL 62208

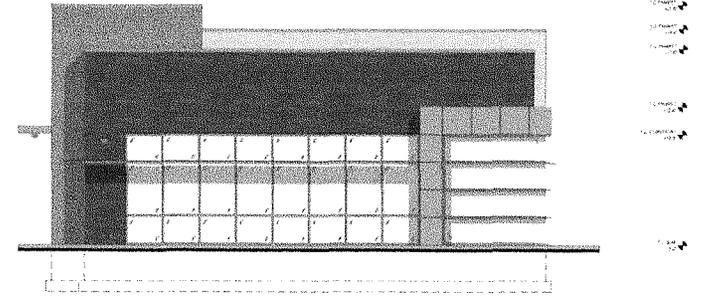
DEED DESCRIPTION:

PARCEL 1: LOTS 1, 2, 3, AND 4 OF THE MINOR SUBDIVISION OF FAIRVIEW HEIGHTS MARKET PLACE ADDITION ACCORDING TO THE PLAT RECORDED OCTOBER 21, 2011 AS DOCUMENT NO. A02286211, ST. CLAIR COUNTY, ILLINOIS. EXCEPTING THE COAL AND OTHER MINERALS UNDERLYING THE SURFACE OF SAID PREMISES AND ALL RIGHTS AND EASEMENTS IN FAVOR OF THE ESTATE OF SAID COAL AND OTHER MINERALS. SITUATED IN ST. CLAIR COUNTY, ILLINOIS.

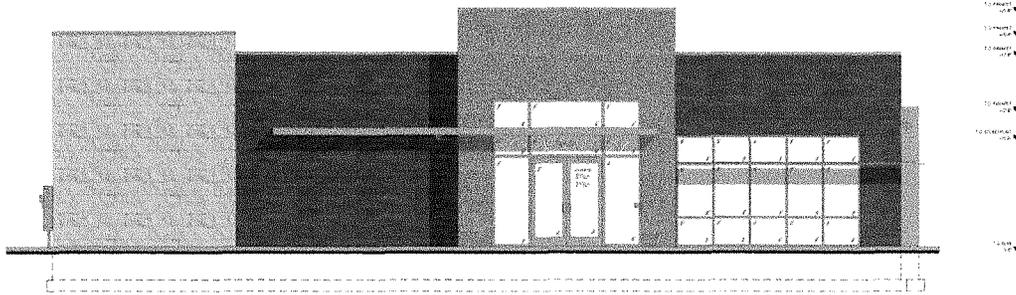
PARCEL 2: PERPETUAL NON-EXCLUSIVE EASEMENTS FOR (I) PEDESTRIAN AND VEHICULAR INGRESS AND EGRESS; (II) INSTALLATION, OPERATION, MAINTENANCE, REPAIR AND REPLACEMENT OF UTILITY FACILITIES; (III) PERFORMING MAINTENANCE, REPAIRS, RESURFACING OR REPLACEMENT; AND (IV) MAINTENANCE, REPAIRS, REPLACEMENT AND ALTERATIONS ON OR TO A SHOPPING CENTER PYLON SIGN AND SURROUNDING LANDSCAPING; PERPETUAL EXCLUSIVE EASEMENT TO LOCATE, PLACE, CONSTRUCT AND MAINTAIN A SHOPPING CENTER PYLON SIGN; FOR THE BENEFIT OF PARCEL 1, ALL ACCORDING TO THE DECLARATION OF EASEMENTS, COVENANTS, CONDITIONS, AND RESTRICTIONS RECORDED ON OCTOBER 28, 2011 AS DOCUMENT NO. A02287160.



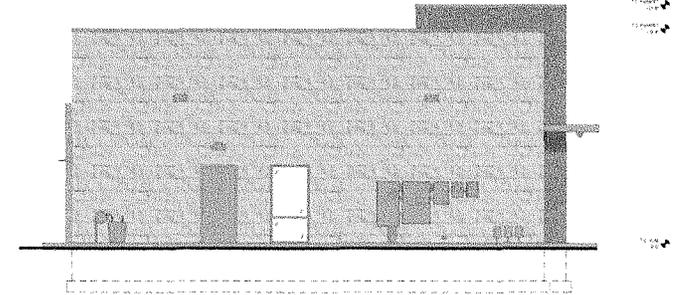
WEST ELEVATION (ADJACENT TENANT)



NORTH ELEVATION (ACCESS ROAD)



EAST ELEVATION (ENTRY-ROUTE 159 N IL. STREET)



SOUTH ELEVATION (ADJACENT TENANT)

