



**VILLAGE OF ELBURN  
COMMITTEE OF THE WHOLE MEETING  
MONDAY, FEBRUARY 6, 2023  
IMMEDIATELY FOLLOWING THE VILLAGE BOARD MEETING  
ADJOURNMENT, OR 7:15 pm, WHICHEVER IS LATER**

1. Call to Order
2. Roll Call
3. Public Comment
4. Discuss:
  - a. Strategic Plan Update
  - b. Pierce Street Sewer Survey
  - c. Fox Pointe Annexation Proposed Amendment
5. Other Business
6. Adjournment



## MEMO

To: Village Board  
 From: John Nevenhoven, Village Administrator  
 Subject: Strategic Action Plan  
 Date: January 12, 2023  
 Strategic Action Plan: Routine

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The update to the 2018 Strategic Plan was conducted in 2021-2022. The 2022 Strategic Action Plan (SAP) was presented to the Village Board in February 2022. The update revised goals, added new goals, and set new priorities.

The highlights of the past year include:

### Short-term Routine

- Implement Village Wide staffing plan – Hired AVA/HR position
- Identify wastewater & stormwater conveyance in the far NW quadrant – the route identified, needs participation from developers and possibly Kane County Forest Preserve.
- Dedicated position to promote economic and development strategies – advertised position; no applicants. The salary was too low and concerned about enough work for a higher salary.
- Parks and Recreation needs – Underway. The Parks Strategic Plan is nearing completion.

### Short-term Complex

- Develop a plan for improving Rt 47 safety, aligning with Elburn Connects, and a truck route designation for an Anderson truck route (Traffic lights at Rt 38 and Anderson) – underway.
- Funding to implement the I&I study – work to address I&I issues is underway.
- Identify strategies to implement Elburn Connects Study – underway. Overlaps with other priorities.
- Identify funding for a stand-alone police station – underway.
- Develop a plan for lead service lines – underway

### Long-term Routine

- Continue to implement the CIP – ongoing.
- Improve the Village's Economic position – no progress
- Police Department programs – not started

### Long-term Complex

- Implement I&I plan – on going
- Water System Master Plan – not started
- WWTP Expansion – not started
- Space needs for Public Works – not started
- Develop and implement a marketing plan for foster growth – not started

## VILLAGE OF ELBURN ACTION PLANNING 2022 (Updated 1/12/2023)

### SHORT-TERM ROUTINE

Goal (& Related Key Tasks)	Priority Level	Group Average	Primary/ Lead Dept.	2ndry/ Coop Dept.(s)	Role of the Lead Person/ Dept.	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/Duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Completion Date
Implement the results of the Village-wide staffing plan ensuring adequate staffing levels to meet future demands with funding sources identified	High	2.3	Assistant Village Administrator	Village Administrator	Familiarize himself with report, review recommendations	NIU-CGS; other Dept. Heads	Village's General Fund; Water and Sewer Fund	Dependent on population demand/growth; ongoing	Mar. 2022	4-6 months	4-6 months	Ongoing
Identify strategies for wastewater (and stormwater) conveyance from the north side to enhance capacity allowing for development of the north side of the Village	High	2.4	Public Works Dept.	Village Administrator; Engineers (EEI)	Work with engineers, others to identify strategies	Village Attorney; landowners; Kane City Forest Preserve	Water and Sewer Fund; General Fund; grants or state funding; developers	9 months - 2 years	Mar. 2022	Mar. 10, 2022	1 year	<u>2 years / TBD / ongoing</u>
Establish a staff position dedicated to promoting and managing the Village's economic development strategies and activities	Medium	3.3	Assistant Village Administrator	Village Administrator	Review recommendations	NIU-CGS; other Dept. Heads	Village's General Fund	Dependent on population demand/growth; ongoing	Mar. 2022	4-6 months	4-6 months	<u>TBD/Ongoing</u>
Explore the parks and recreation needs of the community including the role of the Village	Medium	4.0	Village Administrator	Assistant Village Administrator	Facilitate Strategic Plan workshop for Parks and Rec; Explore options of park district vs. park department	Parks and Rec Commission; Doug Elder; residents; other Park Dists	Referendum	2-3 years	May-22	Dec. 2022	Jun. 2023	2025
Develop and implement a Village-wide communication plan with established policies and responsibilities	Low	4.4										
Develop and implement a Village-wide succession plan	Low	4.6										

**VILLAGE OF ELBURN ACTION PLANNING 2022 (Updated 1/12/2023)**

**SHORT-TERM COMPLEX**

Goal (& Related Key Tasks)	Priority Level	Group Average	Primary/ Lead Dept.	2ndry/ Coop Dept.(s)	Role of the Lead Person/ Dept.	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/Duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Completion Date
Develop an infrastructure plan that identifies strategies to improve the safety of Rt. 47, enhances collaboration with the state, and aligns with the Elburn Connects study -Consider the implication of Rt. 47, Anderson Road, and Rt. 38 being a truck route	High	2.9	Public Works; Chief of Police	Engineering (Julie M.)	Work with state for funding; establish truck route	Kane City Highway Dept.; IDOT	IDOT; Kane/Kendall Council of Mayors	3 years	Mar. 2022	When input gained from Senator (Jun. 2022)	<b>Jun. 2023</b>	<b>2028</b>
Identify funding sources to implement the results of the completed inflow and infiltration (I&I) analysis	High	3.1	Public Works	Engineering (Julie M.)	Identify funding sources		ARPA funds	9-12 months	Mar. 2022	Dec. 2022	Mar. 2023	2023
Identify strategies to enhance community connectivity that align with the results from the Elburn Connects study (e.g., Metra to downtown, bike paths, sidewalks, etc.)	High	3.3	Village Administrator	Assistant Village Manager; Public Works	Explore results of report and identify ways to move forward	IDOT; EBI; TESKA	General Fund; Grant Funding	3-6 months	May-22	Aug. 2022	Nov. 2022	Dec. 2022
Identify funding sources and strategies for a standalone police facility to meet the growing needs of the community and staff	Medium	3.7	Chief of Police	Deputy Chief of Police	Identify funding sources	Paul with consulting company; citizen task force	General Fund	6-9 months	Underway	Aug. 2022	<b>Apr. 2023</b>	<b>Apr. 2023</b>
Develop a plan to meet the lead service line unfunded state mandate	Medium	3.9	Public Works	Engineering (Julie M.)	Inventory; make recommendations	N/A	Water/Sewer Fund; IEPA	12 months	Underway	Jul. 2022	Dec. 2022	<b>Jun. 2023</b>
Undertake a comprehensive review of the Village's current technology infrastructure and identify areas of improvement, needs, gaps, and possible efficiencies that can be gained	Low	5.0										
Encourage the attainment of individual certifications within the police department to help with cost savings, traffic control, special events, etc.	Low	7.0										
Establish an overall Village-wide employee wellness program with a focus on mental health services (e.g., reinforce the health benefits of the EAP programs)	Low	7.1										

## VILLAGE OF ELBURN ACTION PLANNING 2022 (Updated 1/12/2023)

### LONG-TERM ROUTINE

Goal (& Related Key Tasks)	Priority Level	Group Average	Primary/ Lead Dept.	2ndry/ Coop Dept.(s)	Role of the Lead Person/ Dept.	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/Duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Completion Date
Continue to implement the Village's Capital Improvement Plan to have quality and consistent infrastructure across the community (e.g., consistent streetscaping, street lighting, etc.) and to improve the overall beautification of the community	High	16	Village Administrator	Dept. Heads	Coordinate Depts.; modify priorities as needed	Community focus groups; outside consulting gps as needed	General Fund; Water and Sewer Fund	On going	Underway	Qtr 1	Qtr 3	On going
Improve the Village's economic position and attract developers/businesses by having an accurately and regularly updated inventory of the Village's vacancies, land parcels, zoning regulations, etc.	High	19	Assistant Village Administrator	Village Manager; Building and Zoning	Research, coordinate, share findings	Developers, chamber, local businesses	Village's General Fund	On going	Underway	TBD	TBD	On going
Explore establishing police department programs, such as a cadet program, to help with staff recruitment/retention, and a K-9 program	Medium	26	Chief of Police	Assistant Village Administrator	Identify programs	Wabaussee and Elgin Community Colleges; Elburn school district	General Fund; grants	On going	Dec. 2022	2024	2025	2025

**VILLAGE OF ELBURN ACTION PLANNING 2022 (Updated 1/12/2023)**

**LONG-TERM COMPLEX**

Goal (& Related Key Tasks)	Priority Level	Group Average	Primary/Lead Dept.	2ndry/Coop Dept.(s)	Role of the Lead Person/ Dept.	Other Participants or Outside Expertise	Potential Funding Source(s)	Action/Duration Schedule	Initiation Date	Key Status Date #1	Key Status Date #2	Completion Date
Implement the results from the I&I analysis	High	2.4	Public Works	Engineering (Julie and Steve)	Coordinating with EEI	IEPA	Water/Sewer Fund; ARPA	18 months	Underway	Oct. 2022	Oct. 2023	Dec. 2023
Implement the Water System Master Plan	High	2.9	Public Works	TBD	Coordinate with engineers	Outside engineering firm TBD	Water/Sewer Fund	10-15 years (dependent on growth)	Underway	Dec. 2022	Dec. 2023	2032
Prepare for the wastewater treatment expansion including determining the type of treatment systems to be used and funding sources	Medium	4.3	Public Works	Engineering (Julie and Steve)	Coordinate with engineers	EEI	IEPA state revolving loan fund	5-7 years (dependent on growth)	2025	TBD	TBD	TBD
Implement the recommendations of the completed space needs analyses for the Police and Public Works departments	Medium	4.4	Public Works; Police Dept.	EEI	Coordinate with engineers	McLaren, Wilson, and Lowry firm	General Fund; Referendum (PD)	2.5 years (PD); 4 years (PW)	Underway (PD); 2025 (PW)	Jul. 2022 (PD); 2025 (PW)	<u>Apr. 2023 (PD); 2026 (PW)</u>	Dec. 2024 (PD); Dec. 2026 (PW)
Develop and implement a marketing plan that leverages residential growth to promote and attract commercial and industrial development	Medium	5.0	Economic Development Director (TBD)	TBD	Create a marketing plan	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Implement the Elburn Connects transit oriented development (TOD) study results	Low	5.7										
Explore establishing a regional park district to leverage resources and enhance service options for all ages and interests	Low	6.3										
Undertake a facility/space needs assessment/evaluation for Village Hall specifically Admin/Finance/Building & Zoning	Low	6.6										
Continue to improve the role and expectations of the Village's ad hoc historical committee	Low	7.4										



## Village of Elburn

301 E. North Street Elburn, IL 60119  
 Phone: 630-365-5060 Fax: 630-365-5063  
 www.elburn.il.us

To: Village Board  
 From: Phil VanBogaert, Superintendent of Public Works  
 Date: February 1, 2023  
 Subject: E Pierce Street Sanitary Sewer – Resident Feedback  
 SAP: Routine

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At the August 1, 2022 meeting, the Village Board agreed to delay completion of the E Pierce Street portion (between Third and Fourth Streets) of the 2022 Streets Program until this year due to the decision to install sanitary sewer. The Board directed staff to obtain feedback from affected residents regarding their plans to connect to the sewer once installed. Below is a summary.

- A total of nine homes were assumed to be affected. It was found that three of the nine homes have sanitary stubs off Third Street.
- Of the remaining six homes, overall, everyone said they would consider connecting to the sewer if/when their septic tank and/or field fails.
- Consensus is they would be motivated to connect to the sanitary sooner if an incentive was offered by the Village. The expense of modifying their home and abandonment of the existing septic system is a concern.
- One resident from Chicago is very interested in connecting to the sanitary because they do not want the maintenance burden of a septic system. Their system is already showing signs of failure.
- One resident said they may be interested if a “deal” was offered by the sanitary installer to complete the connection at the same time the sewer line is installed.
- There were questions as to where the stubs would be located.

Village of Elburn Municipal Code states:

### 1060.06 Private Sewage Disposal Systems Permitted

1. At such time as a public sewer becomes available to a property served by a private sewage disposal system, as provided in Section 1060.03, a direct connection shall be made to the public sewer in compliance with this chapter, and any septic tanks, cesspools and similar private sewage disposal facilities shall be abandoned and filled with suitable material.
2. The owner shall operate and maintain the private sewage disposal facilities in a sanitary manner at all times, and at no expense to the Village.

(continued)

3. No statement contained in this section shall be construed to interfere with any additional requirements that may be imposed by the Village.
4. When a public sewer becomes available, the building sewer shall be connected to said sewer within sixty days, and the private sewage disposal system shall be cleaned of sludge and filled with clean bank-run gravel or dirt.

(Ord. 81-3. Passed 7-6-81.)

77 Illinois Administrative Code 905 states:

Sanitary Sewer. New or renovated private sewage disposal systems shall not be approved where a sanitary sewer operated and maintained under permit of the Illinois Environmental Protection Agency is available for connection. A sanitary sewer is available for connection when it is within 300 feet of a residential property or a non-residential property with a sewage flow less than 1500 gallons per day, or within 1000 feet of a non-residential property with a sewage flow greater than or equal to 1500 gallons per day, unless a physical barrier or local ordinance exists that prevents connection to the sewer. If connection from the property to the sanitary sewer cannot be made with an individual line (i.e., 4" line), then a private sewage disposal system may be installed.





## MEMO

To: Committee of the Whole  
From: John Nevenhoven, Village Administrator  
Subject: Lennar - Fox Pointe  
Date: February 2, 2023  
Strategic Action Plan: Routine

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The annexation agreement with Lennar for the Fox Pointe subdivision requires two-story homes to have a minimum of 1650 square feet. Lennar is requesting to add two additional models that are under the minimum square footage – Essex (1517 sq. ft.) and Glenwood (1637 sq. ft.).

The proposed amendment does not change the amount of open space, increase density, or rearrange blocks or streets.

The floor plans and facades are attached. Both models are compliant with lot coverage.

An amendment to the AA will require a public hearing and an ordinance approving the change of the minimal square footage requirements.

**Staff Recommendation:** Proceed with the public hearing for an amendment to the annexation agreement.



# EXHIBIT E FOX POINTE

November 21, 2019

**Meredith Farm**  
Elburn, Illinois  
Lennar Homes

## ELBURN ZONING CODE EXCEPTIONS Proposed PUD with underlying R-1 Planned Zoning information

Zoning	Minimum Lot Area (SF)	Lot Width (ft)	Lot Depth (ft)	Front Yard Setback (ft)	Side Yard Setback (ft)	Rear Yard Setback (ft)	Corner Side Yard Setback (ft)
R-1- Planned	8,000	75		30	10	30	30
<b>Single Family</b>	7,623	63	122	25	6	25	20
<b>Cottage</b>	7,442	61	122	25	6	25	20

**R-1 Zoning Lot Coverage:** no more than 1/3 (33%) of a lot can be occupied with buildings, accessory structures, and impervious surfaces.

- **PUD Exception: No maximum lot coverage requirement desired for this PUD due to reduced minimum lot areas listed above.** Lot coverage is expected to range from 33% to 55% for Single Family and 35% to 45% for Cottage lots. Total Site Area is 70.64 Acres with an estimated 30% overall impervious area. This coverage includes streets, sidewalks, and lot coverage. The lot coverages assumes an average of 40% for Cottage Lots (40' x 60' building box) and an average of 47% for Single-Family Lots (50' x 60' building box). Overall Site Area Coverage is reduced due to the large open space area in the north and the large detention basin features.

**R-1 Zoning Minimum Floor Area:**

One Story: 1,300 sq ft.

**PUD Exception: 1,200 sq ft minimum desired**

Two Story: 1,650 sq ft.

**Bulk Standards Allowable Encroachments:** Open patios and decks not over 3 feet above ground: 5' into front and corner yards OR 15' into rear yard.

- **PUD Exception: Lookout and Walkout Decks would be greater than 3' above the ground elevations and are desired within rear yard setbacks.**

**Open Space/Greenbelt:** Not less than twenty-five (25) percent of the land within a residential planned development shall be reserved and designated as open space, greenbelt and/or recreational facilities. However, the Village Board may agree to accept land donations consisting of not more than fifty (50) percent of such areas that wetlands, floodplain and retention/detention ponds can, and will be suitably improved with trails and other substantial landscape features in order to meet the intended purposes of this Article.

- **PUD Exception:** Twenty-five (25) percent of the total site area of 70.64 acres is 17.66 acres. **We are requesting that Lot E which contains the Floodplain Compensatory storage which is currently designated on the Village's Comprehensive Plan as Greenbelt be credited as Open Space/Greenbelt at the full 100% acreage of 11.56 acres.** The detention basins (Lot A and D) acreage of 13.64 would then be credited at 50% to equal 6.82 acres for a grand total of 18.38 acres and twenty-six (26) percent. All three of these lots will be accessible for viewing by paths and overlook benches and will contain native plantings and flowers.

The Lennar logo consists of the word "LENNAR" in white, uppercase, sans-serif font, centered within a solid blue rectangular background.

# Fox Pointe - Elburn, Illinois

## Home Floorplans and Elevations

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Updated January 24, 2023



# Essex

Fox Pointe

1,517 sq ft  
2-Story  
3 beds – 2.5 baths  
Large kitchen island, dining room, private owner's suite



Essex D



Essex A



Essex B

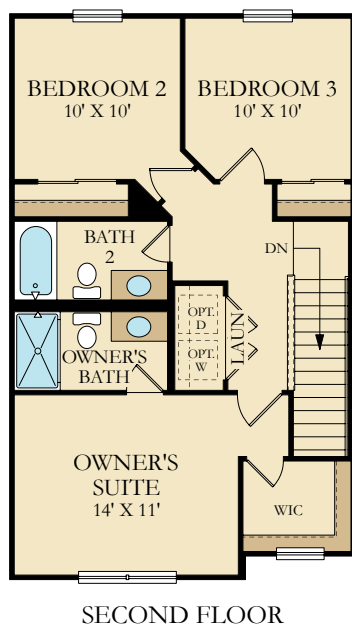
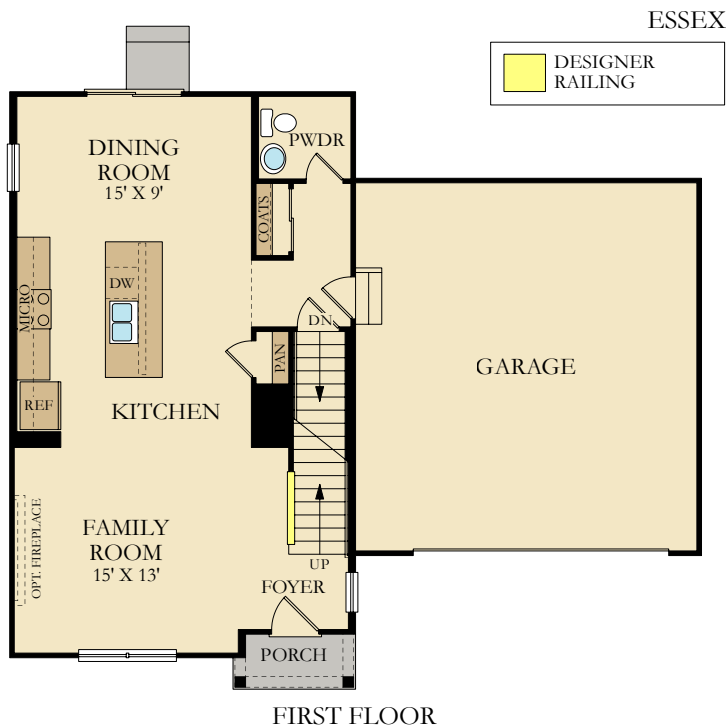


Essex C

# Essex

## Fox Pointe

1,517 sq ft  
 2-Story  
 3 beds – 2.5 baths  
 Large kitchen island, dining room, private owner's suite



Elevations of a home may vary and we reserve the right to substitute and/or modify design and materials, in our sole opinion and without notice. Please see your actual home purchase agreement for additional information, disclosures and disclaimers related to the home and its features. Stated dimensions and square footage are approximate and should not be used as representation of the home's precise or actual size. Any statement, verbal or written, regarding "under air" or "finished area" or any other description or modifier of the square footage size of any home is a shorthand description of the manner in which the square footage was estimated and should not be construed to indicate certainty. Garage sizes may vary from home to home and may not accommodate all vehicles. Features, amenities, floor plans, elevations, square footage and designs vary per plan and community and are subject to changes or substitution without notice. Lennar makes no guarantee as to the availability of homes within the price ranges set forth above. Price subject to change without notice. Visit Lennar.com or see a Lennar

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# Glenwood

Fox Pointe

1,637 sq ft  
2-Story  
3 beds – 2.5 baths  
Large kitchen island, laundry room, private owner's suite



Glenwood D



Glenwood A



Glenwood B



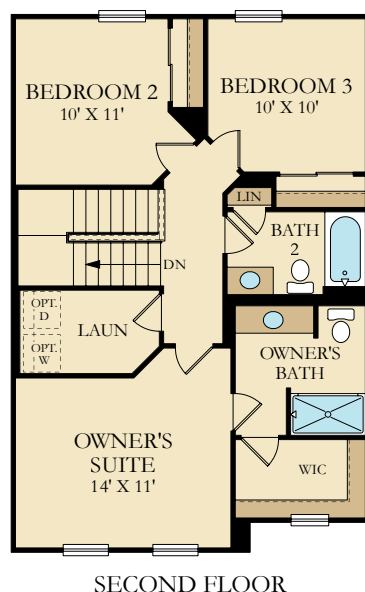
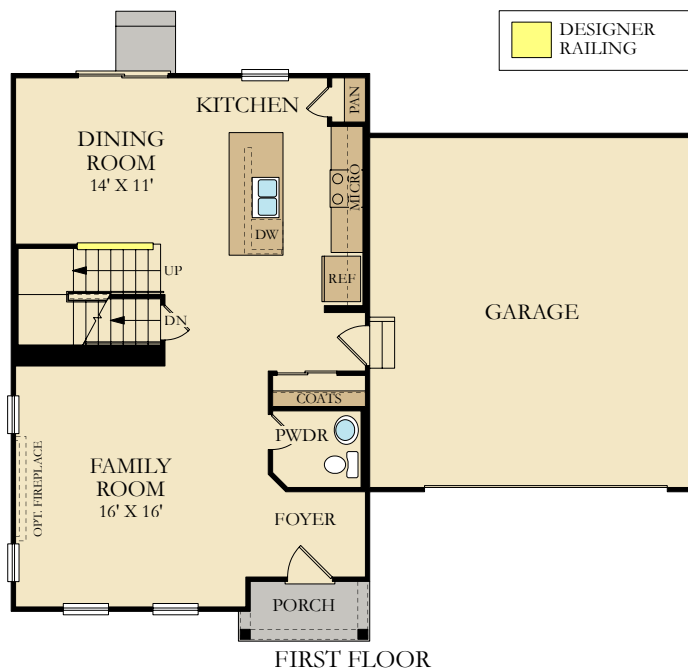
Glenwood C

# Glenwood

## Fox Pointe

1,637 sq ft  
 2-Story  
 3 beds – 2.5 baths  
 Large kitchen island, laundry room, private owner's suite

### GLENWOOD



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