



**DEKALB CITY COUNCIL AGENDA
REGULAR MEETING
AUGUST 11, 2025
6:00 P.M.**

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

Pursuant to Chapter 2 “City Council”, Section 2.04 “Council Meetings”, persons wishing to address the City Council during this meeting are required to register with the Recording Secretary before the start of the meeting by completing a Speaker Request form. All public comments will be limited to three (3) minutes per speaker. Further information for addressing the City Council can be found on the Speaker Request form.

A. CALL TO ORDER AND ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. APPROVAL OF THE AGENDA

D. PRESENTATIONS

None.

E. PUBLIC PARTICIPATION

F. APPOINTMENTS

None.

G. CONSENT AGENDA

1. [Minutes of the TIF 3 Joint Review Board Meeting of April 25, 2025.](#)
2. [Minutes of the TIF 4 Joint Review Board Meeting of April 25, 2025.](#)
3. [Minutes of the Regular City Council Meeting of July 28, 2025.](#)
4. [Accounts Payable and Payroll through August 11, 2025, in the Amount of \\$2,268,766.40.](#)
5. [Investment and Bank Balance Summary through June 2025.](#)
6. [Year-to-Date Revenues and Expenditures through June 2025.](#)
7. [Crime Free Housing Bureau Report – July 2025.](#)

H. PUBLIC HEARINGS

None.

I. CONSIDERATIONS

None.

J. RESOLUTIONS

1. Resolution 2025-078 Authorizing a TIF Economic Incentive for Heartland Bank, Located at 205 S. Fourth Street.

City Manager's Summary: On July 14 the City Council approved a special use permit to allow Heartland Bank to construct a neighborhood bank with drive-through lanes at the corner of Grove Street and S. Fourth Street (205 S. Fourth Street). The general contractor has estimated the overall cost of the project to be approximately \$1,675,000.

Heartland Bank has applied for some assistance with utility extensions and upgrades to the site under the City's downtown TIF program. Since the principal purpose of TIF redevelopment is private property rehabilitation and not new construction, there are limitations to what new construction tasks might be eligible for TIF assistance. Normally such TIF-eligible tasks would include the following:

- Demolition of buildings, paving, landscaping, etc.
- Replacement of older underground infrastructure such as water, sanitary sewer, and storm sewer mains.
- Soft costs such as architectural and engineering expenses for plan development and construction supervision.

In the calculation and projection of the property tax increment over 20 years, close collaboration with the DeKalb Township Assessor is very valuable. The estimated actual construction value of the new bank is \$1,674,800 according to the general contractor. For property tax purposes, the full assessed valuation is calculated differently. The estimated assessed valuation will be about \$207 per square foot. The proposed building will be approximately 36 feet by 60 feet, or 2,160 square feet in area and generate an equalized assessed valuation (EAV) of about \$447,120 upon completion.

The subcontractor bid tabs for the TIF-eligible underground infrastructure are as follows:

▪ Sanitary.....	\$ 12,650
▪ Water	\$ 10,950
▪ Storm	\$ 51,120
▪ Soft Costs	\$156,300
Total	\$231,020

The City's tax portion from the present aggregate tax rate in 2024 would be \$2,784.93 (\$447,120 times the City rate of 0.62286/100).

With the conservative assumption of annual 4% increases in property value owing to the annual equalization factor, no change in City tax rate, and no other real estate improvements over 20 years, the proposed Heartland Bank branch will generate an estimated \$83,000 in City property taxes over a 20-year period (see the attached spreadsheet). This would be the maximum allowable TIF allocation for the project based on the City's TIF-funding protocols.

The 2025 Central Business District TIF fund has sufficient funds to finance this TIF request.

City Council approval is recommended.

2. [Resolution 2025-079 Authorizing a Fund 400 \(Non-TIF\) Architectural Improvement Economic Incentive for Burritoville, Located at 1026 W. Hillcrest Drive, in the Amount of \\$17,459.42.](#)

City Manager's Summary: Blanca and Rodolfo Galvan, the proprietors of Burritoville Restaurant at 1026 W. Hillcrest Drive, have applied for a non-TIF AIP grant to offset some of the cost of the new sign panels and façade work performed by KS Displays of DeKalb, roof repair by We Care Painting and Remodeling, and the replacement of two air conditioning units by Heavy Duty Heating and Cooling at the restaurant. The overall cost of these repairs is \$48,888.13. According to the Fund 400 AIP Guidelines (see attached), electrical, mechanical and plumbing repairs (\$26,045.63) qualify for a 50% reimbursement (\$13,022.82), exterior sign and painting repairs (\$12,349) qualify for a 25% reimbursement (\$3,087.25), and deferred maintenance such as roof repair (\$13,493.50) qualifies for a 10% reimbursement (\$1,349.35). The total qualifying cost is \$17,459.42.

If approved, this grant, on top of the \$19,665.59 grant to Big O's Barbeque at the last regular Council meeting of July 28, will leave a balance of \$32,875 in the Fund 400 budget for AIP assistance in FY2025.

City Council approval of the Burritoville request in the amount of \$17,459.42 is recommended. Because of the Galvan's lack of familiarity with building construction and language difficulties, City Finance staff will work with them to see that each of the three vendors with qualifying expenses will be paid directly for the approved costs associated with their investment of time and material.

3. [Resolution 2025-080 Authorizing a Bar Liquor License with Supplemental Gaming for Hades Teop LLC, d/b/a Jazzy's Spot, 870 W. Lincoln Highway.](#)

City Manager's Summary: The business known as Jazzy's Spot, located at 870 W. Lincoln Highway, was established in May of 2019 and is one of the 10 approved video gaming establishments in DeKalb. The current owner, Melissa Thompson, is selling the business to Tonya Easley, who has managed Jazzy's for many years. Ms. Easley is also the former owner of Athena's Palace, another video gaming establishment in DeKalb.

Non-refundable application fees in the amount of \$1,666 for the liquor license, Fire Life Safety license, and initial video gaming license, have been paid and the City will receive an initial issuance fee of \$11,319 if the applications are approved. The licenses will be considered "conditional" until the requirements laid out in the resolution are met, which includes the receipt of State of Illinois liquor and gaming licenses.

The licensing term for a Bar liquor license with supplemental gaming begins January 1 and ends December 31 with an annual liquor license renewal fee of \$2,830 and an annual video gaming renewal fee of \$500 per terminal. The establishment intends to continue to operate six video gaming terminals (VGTs). It should also be noted that businesses holding Bar liquor licenses are permitted to engage in package sales of alcoholic liquors not for consumption on premises, provided that said beverages are sold "over the counter" by employees. "Self-serve" package sales are not permitted.

Lastly, if approved, the liquor license will be issued within the last five months of the current term, which qualifies the establishment for a 50% reduction in renewal fees (\$1,415) for the 2026 term. VGT renewal fees are not eligible for the same reduction.

City Council approval is recommended.

K. ORDINANCES – SECOND READING

None.

L. ORDINANCES – FIRST READING

1. [Ordinance 2025-035 Amending Chapter 6 “Streets, Alleys and Sidewalks”, Section 6.20 “Arboricultural Specifications and Standards of Practice for Trees and Shrubs on Public and Private Property.”](#)

City Manager’s Summary: As Scott Zak writes in the attached memorandum, in November 2024 the Public Works Department was awarded a \$255,300 subgrant by Morton Arboretum’s Chicago Region Trees Initiative. This grant will improve the City’s tree canopy through the trimming of 738 parkway trees and the removal of 40 dead trees within targeted census tracks. The trees that are being removed will be replaced by 50 new, healthy trees. At its May 27 meeting, the Council awarded the contract for the tree pruning and removals to the lowest bidder, D. Ryan Tree & Landscape, LLC. To receive the grant funding, the section of the Municipal Code regulating trees, commonly referred to as the “tree ordinance,” must meet six requirements for the management, sourcing, planting and care of trees.

To ensure these requirements are met, the City’s tree ordinance was reviewed by staff at the Morton Arboretum, who identified mandatory amendments for the grant and made recommendations for the adoption of additional best practices for tree management. A summary of the amendments follows:

- Language must be added explaining the value of trees in improving the quality of life and addressing climate change.
- Adoption of the A300 Tree Care Standards from the American National Standards Institute, which is the primary organization for developing workplace standards in the U.S.
- It should be clarified that the care of newly planted trees in the right-of-way shall be the responsibility of the adjacent property owner for the first year.
- Invasive species must be added to those prohibited from being planted on public property.
- Examples of prohibited invasive species must be added.
- Four species of pear tree must be removed from the recommended trees for planting under utility lines. These species are invasive and will likely soon be banned by the State.
- Three non-invasive species must be added to the list of recommended trees for planting under utility lines.

Concurrent with the grant’s implementation, the City staff hope to reestablish the community as a Tree City USA through the Arbor Day Foundation. This goal is included in the “Climate Change” section of the City’s Sustainability Plan. To be awarded this designation, the City must have a tree ordinance that meets certain requirements. Following the review by the Morton Arboretum, the tree ordinance was sent to staff with the Urban and Community Forestry Program at the Illinois Department of Natural Resources, which reviews applications from Illinois municipalities for the Tree City USA program. The staff recommended one amendment clarifying that the tree ordinance is in effect at all times, which has been included.

City Council approval is recommended.

2. Ordinance 2025-036 Amending Chapter 64 “Smoking Regulations”, Section 64.16 “Tobacco/Smoking Sales, Use and Licensing”, to Increase Fines for the Sale of Tobacco Products to Minors, Increase the Fees for Tobacco License Applications, and Establish Fines for the Untimely Submission of a Renewal Application.

City Manager’s Summary: On June 23 during the Council discussion of Ordinance 2025-030 regulating the sale of hemp-derived THC products in the City of DeKalb, Alderman Walker inquired about the relative costs of fines for illegal sales in DeKalb’s retail tobacco stores as well as other commercial outlets with incidental sales of tobacco. Assistant City Manager Bob Redel has done some research on tobacco fines in conjunction with City Attorney Matt Rose. Based on their research, it appears that some upward adjustment in related fines might be considered, although DeKalb currently charges tobacco fees and fines at the higher end of the scale in northern Illinois.

The attached ordinance would accomplish the following:

- Increase the annual renewal fee to sell tobacco from \$350 to \$500.
- Establish a minimum fine (\$350) against a cashier selling tobacco to a minor. Assuming the wage of a cashier in such stores is approximately \$15 to \$20/hour, this level of fine would be equivalent to nearly three days (24 working hours) of pay.
- Establish a minimum fine of \$1,000 (up from the current \$150) against a business owner whose employee sold tobacco to a minor.
- Establish late fees identical with the City’s late filing fees for liquor licenses, as follows:
 - Failure to submit a renewal application at least thirty (30) days before the date of expiration of an existing license shall result in the assessment of a Two-Hundred Dollar (\$200.00) late fee.
 - Failure to submit a renewal application at least seven (7) days before the date of expiration of an existing license shall result in the assessment of an additional Two-Hundred Dollar (\$200.00) late fee.
 - Failure to submit a renewal application by the actual expiration date may result in the suspension, revocation, or expiration of a tobacco license, as determined by the City Manager.

City Council direction is requested.

3. Ordinance 2025-037 Approving the Rezoning of Property Located at 802-810 S. Fourth Street from the “GC” General Commercial District to the “PD-C” Planned Development Commercial District to Accommodate a Gas Station and Convenience Store (Amoco Hossen).

City Manager’s Summary: The applicant, Amoco Hossen, represented by DVG Team, Inc., has submitted a petition to rezone the site at 802-810 S. Fourth Street from the “GC” General Commercial District to the “PD-C” Planned Development Commercial District. Approval is also requested for a Preliminary and Final Development Plan. The subject site is 0.67 acres and located at the southeast corner of S. Fourth Street and Taylor Street. The applicant intends to establish an Amoco gas station and convenience store on the property. The site previously contained a White Hen Pantry store and an office for White Oak Tax Solutions. The Pantry closed in 2020 and has been vacant since. A proposal for a convenience store and deli with

a package liquor license was brought forward in April 2024 but failed to gain approval from the City Council.

The proposed gas station will have three fuel islands (six gas pumps), which will be located to the west of the building (see attached site plan). The convenience store will be about 4,000 square feet. The "PD-C" designation will accommodate waivers requested for parking/paving/landscaping setbacks, maximum site coverage and other approvals as needed to allow for the development. Liquor sales will not be allowed due to the size of the convenience store and proximity to the DeKalb School District property to the east.

Site access will include using the existing curb cut along S. Fourth Street. The current access along Taylor Street will be relocated further to the east to provide a drive to the proposed parking lot east of the building. The proposed access to Taylor Street was widened to accommodate turning movements for larger vehicles and semi-trucks. There will be 12 parking spaces to the east of the building and six spaces along the north side of the proposed gas station including two (handicap spaces). The UDO requires 18 parking spaces, so the plan complies with City zoning provisions. A vehicle turnaround area will be provided at the south end of the parking lot to the east of the building.

Waivers are requested for parking/paving/landscaping and buffer setbacks, maximum site coverage, and a Planned Development under two acres. The City has approved Planned Developments in the past under two acres. To accommodate the needed width of a drive-aisle and parking space depth, the paving setback along Taylor Street will be reduced for the area west of the proposed access drive. The paving setback along S. Fourth Street is proposed to be five feet. This reduced setback is also needed to accommodate the minimum width of a drive-aisle and provide safe vehicle movements. For PD-C zoned property, there is a minimum 50-foot buffer between any non-residential use and an adjacent residential zoned property. The property to the east is owned by the DeKalb School District (Founders School) and zoned "SFR2" Single-Family Residential District. The edge of the parking lot on the proposed gas station site is 20 feet from the boundary of the School District property. It should be noted the Founders School parking lot is about 350 feet away from the subject site and the school building is about 560 feet away.

The maximum site coverage in the PD-C District is 70% and the submitted plans reflect a site coverage of 76.3%. Given the total lot size, inability to expand and adhering to the other requirements of the UDO (parking, vehicle circulation) adding new lot area is not feasible. Staff support the proposed waivers based on the size of the site, location and consistency with past approvals. Although a smaller site, the proposed gas station and convenience store will be a good fit at the intersection and a benefit to the S. Fourth Street corridor.

Adequate public services are provided to the subject property. The City required additional stormwater detention to cover the differential between the required amount of the existing site and the required amount of the proposed plan. The additional stormwater storage for the new impervious areas will be designed in an underground chamber in the northeast part of the site. The plans were distributed to the various City departments and the Kishwaukee Water Reclamation District. All concerns have been adequately addressed for this level of plan review. A final plat of re-subdivision will be required and will need to be reviewed by the Planning and Zoning Commission and approved by the City Council.

The Planning and Zoning Commission held a public hearing regarding the rezoning petition at their meeting on August 4, 2025. By a vote of 4 to 1 (O'Flaherty voted no; Maxwell and Peña Graham were absent) the Commission recommended City Council approval of the rezoning from the "GC" General Commercial District to the "PD-C" Planned Development Commercial District for the subject property located at 802-810 S. Fourth Street to allow a gas

station/convenience store. Approval was also granted for a Preliminary and Final Development Plan as shown on Exhibit A of the staff report and subject to the relevant City Planned Development standards. A final plat of re-subdivision must be submitted for review by the Planning and Zoning Commission and approved by the City Council before the project can begin.

City Council approval of the Planning and Zoning Commission recommendation is requested.

M. REPORTS AND COMMUNICATIONS

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

N. EXECUTIVE SESSION

None.

O. ADJOURNMENT

REGULAR AGENDA PACKET
AUGUST 11, 2025