



Agenda
Village of Glen Ellyn
Plan Commission
Regular Meeting
Thursday, November 14, 2019
7:00 PM

Glen Ellyn Civic Center, Galligan Board Room

Individuals with disabilities who plan to attend the meeting and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.

- A. Call to Order**
- B. Public Comment (Non Agenda Items)**
- C. Approval of Draft Minutes from the October 10, 2019 Plan Commission Meeting**
 - 1. October 10, 2019 Plan Commission Draft Minutes
- D. Pre-application Meeting - 41-55 N. Park Boulevard - Glen Ellyn Food Pantry - PUD**
 - 1. 41 - 55 N. Park Blvd. – Glen Ellyn Food Pantry – Pre-Application Meeting
- E. Public Hearing - Illinois Prairie Path - Zoning Map Amendment**
 - 1. Illinois Prairie Path Zoning Map Amendment
- F. Public Hearing - 2019 Zoning Code Text Amendments**
 - 1. 2019 Zoning Code Text Amendments
- G. Discussion Item - Architecture Review**
 - 1. Discussion Item: Architecture Review
- H. Trustee's Report**
- I. Chairman's Report**
- J. Staff Report**
- K. Other Business**
- L. Adjournment**
- M. Agenda Items**

This note provides you with information regarding what happens to a petition after it has appeared before the Plan Commission. After the Commission makes a recommendation on a petition, the meeting minutes are prepared. Then, the petition, along with the meeting minutes and

all pertinent material, is scheduled for consideration by the Village Board. The Village Board meets on the second and fourth Monday of each month at 7:00 p.m. in a meeting room on the third floor of the Civic Center, 535 Duane Street. Questions regarding petitions scheduled for review by the Village Board should be directed to the Planning and Development Department at (630) 547-5250.

cc: Glen Ellyn Plan Commission
Bill Enright, Plan Commission Liaison Trustee
Mark Franz, Village Manager
Bill Holmer, Assistant Village Manager
Staci Springer, Community Development Director
Kelly Purvis, Planner
Katie Ashbaugh, Planner
Lori Gloude, Administrative Assistant
Lindsey Kaminsky, Executive Assistant
Brian Baltudis, Facilities Supervisor
David Harris, Glen Ellyn Park District
Eric DePorter, School District 41
Dawn Bussey, Glen Ellyn Public Library
Emily Tammaru, Community Consolidated School District 89
Chris McClain, Glenbard School District 87



Plan Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/14/19 07:00 PM
Department: Plan Commission
Department Head: Kelly Purvis
Category: Minutes
Prepared By: Kelly Purvis

SCHEDULED

AGENDA ITEM (ID # 4228)

DOC ID: 4228

October 10, 2019 Plan Commission Draft Minutes

ATTACHMENTS:

- 10.10.19 Draft Minutes Regular Plan Commission (PDF)

DRAFT MINUTES
REGULAR PLAN COMMISSION MEETING
OCTOBER 10, 2019

Call to Order

The regular meeting of the Plan Commission was called to order by Chairperson Mary Loch at 7:00 p.m. Plan Commissioners Lloyd Berry, Angela Fanella, Phillip Hartweg, John Mulherin, David Rodemann, Mohammed Saeed and Jamie Vondruska were present. Commissioner Tracy Heming Littwin was excused. Also present were Community Development Director Staci Springer, Village Planner Kelly Purvis, Associate Planner Cole Jackson, Attorney Kurt Asprooth, Deputy Police Chief Kurt Vavra, Trustee Liaison Bill Enright and Recording Secretary Debbie Solomon.

Public Comment

No general comments on non-agenda items were made by the public at this Plan Commission meeting.

Approval of June 20, 2019 Special Plan Commission Minutes

Commissioner Hartweg moved, seconded by Commissioner Saeed, to approve the minutes of the June 20, 2019 Special Plan Commission minutes. The motion carried unanimously by voice vote.

Approval of June 27, 2019 Special Plan Commission Minutes

Commissioner Saeed moved, seconded by Commissioner Berry, to approve the minutes of the June 27, 2019 Plan Commission minutes. The motion carried unanimously by voice vote.

Chairperson Loch explained the procedures and role of the Plan Commission and the order of the process for the public hearing and after.

Public Hearing – Recreational Cannabis Businesses – Zoning Text Amendment

On the agenda was a public hearing to review proposed text amendments prepared by staff related to zoning, buffers, on-site use and parking requirements for cannabis dispensaries if the Village Board decides to allow recreational cannabis businesses in the Village.

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PUBLIC HEARING – RECREATIONAL CANNABIS BUSINESSES – ZONING TEXT AMENDMENTS

PUBLIC HEARING WITH DISCUSSION, CONSIDERATION, AND RECOMMENDATION REGARDING PROPOSED TEXT AMENDMENTS PREPARED BY STAFF RELATED TO ZONING, BUFFERS, ON-SITE USE AND PARKING REQUIREMENTS FOR CANNABIS DISPENSARIES IF THE VILLAGE BOARD DECIDES TO ALLOW RECREATIONAL CANNABIS BUSINESSES IN THE VILLAGE.

Commissioner Fanella moved, seconded by Commissioner Hartweg, to open the public hearing at 7:04 p.m. The motion carried unanimously by voice vote.

Staff Introduction

Sworn in for the Village were Village Planner Purvis and Associate Planner Jackson.

Associate Village Planner Jackson provided an overview of the state-level legislation, Cannabis Regulation and Tax Act (CRTA) that was signed by Governor Pritzker in June 2019. Associate Village Planner Jackson stated this legislation created six kinds of cannabis businesses and the various licenses needed to operate these businesses which will be issued on a staggered basis through 2022. Associate Village Planner Jackson stated the CRTA authorizes counties and municipalities to impose local taxes on retail sales including an optional tax up to 3%. Associate Village Planner Jackson stated the CRTA also includes information regarding security protocols and the State Level Tax Distribution. Associate Village Planner Jackson stated there is more information in the Commissioners' packets and online.

Village Planner Purvis stated this topic came before the Village Board at a Workshop meeting in August, and the Village Board made no definitive determination, but did direct the staff to find more information on costs and benefits, hear more public feedback on this topic and have the Plan Commission look at possible zoning and text amendments needed. Village Planner Purvis stated that after the Workshop, the Village Board did pass a resolution which states that recreational cannabis is not currently addressed in the Village Code and is therefore not allowed within the Village at this time, and that the Plan Commission will hold a public hearing on text amendments to regulate recreational cannabis within 90 days.

Village Planner Purvis stated the Village created a webpage to receive comments from residents related to recreational cannabis, and she shared the data collected so far. Village Planner Purvis stated 113 residents did submit comments for and against the possible sale of cannabis in the Village, and a little over half of the respondents were in favor of the sale of recreational cannabis being permitted in the Village.

Village Planner Purvis stated the Village staff did extensive research and pulled information from many different sources, including an interview with a Cannabis Educator and a meeting on recreational cannabis at the College of DuPage (COD) and conferred with legal counsel Kurt Asprooth with Ancel Glink who is well-versed in CRTA regarding this topic. Village Planner Purvis stated the cannabis educator said that education would be a critical piece if the Village does allow the sale of recreational cannabis in the Village, and that any dispensaries should be located away from schools. Village Planner Purvis stated the staff did a literature review, and many of these pieces were either strongly for the sale of cannabis or against the sale of cannabis. Village Planner Purvis stated the most comprehensive study the staff could find on the effects of recreational legalization was published in 2018 by Colorado's Department of Public Safety, and Village Planner Purvis relayed the key findings in the study, including the number of cannabis related arrests and court filings decreased, an overall increase in the adult usage of marijuana, hospitalization rates with possible marijuana exposure increased substantially, and no significant change in youth use rates, but that the student usage of marijuana tends to increase by grade. Village Planner Purvis stated the study does caution that its data is preliminary, and that that the information should be interpreted with caution.

Village Planner Purvis stated the staff completed a survey showing how 64 other Illinois communities are choosing to regulate recreational cannabis businesses. Village Planner Purvis stated approximately 36% of these surveyed communities are taking action or leaning toward permitting some sort of cannabis business while approximately 31% are taking action or leaning toward prohibiting cannabis related businesses. Village Planner Purvis stated nearly one-third of the communities surveyed have not taken action to permit or ban cannabis related businesses. Village Planner Purvis stated the Village of Lombard did vote to allow recreational dispensaries by-right in their office and industrial districts and in their business district along Roosevelt Road.

Village Planner Purvis stated the staff did prepare several buffer maps, and staff does recommend cannabis businesses be required at a minimum to meet the same distance buffers as liquor license holders. Village Planner Purvis stated Police Chief Norton has expressed opposition to recreational cannabis businesses within Glen Ellyn.

Village Planner Purvis stated the Village Administration and Community Development Department have considered the issues related to recreational cannabis and if the Village Board decides to allow recreational cannabis businesses, staff drafted zoning text amendments that would allow recreational cannabis dispensaries only in the C3 zoning district with the following restrictions:

- That cannabis dispensaries be allowed as a special use only in the C3 zoning district (which is along Roosevelt Road).

- That no consumption of cannabis on-site at dispensaries or smoking lounges be permitted.
- That dispensaries be located no closer than 1,000 feet from a school.
- That drive-through and window sales be prohibited.
- That parking requirements be the same as other retail uses (1 space per 250 gross sf).
- That the number of dispensaries be limited through the use of licenses, similar to liquor licenses.
- That no other type of cannabis related businesses be allowed to locate within the Village at this time.

Village Planner Purvis stated the Plan Commission is being asked to provide a recommendation on the proposed text amendments proposed by staff related to zoning, buffers, on-site use and parking requirements for cannabis dispensaries, and depending upon whether the Village Board decides to allow recreational cannabis businesses within the Village, additional amendments to the Zoning Code may come forward for the Commission's consideration.

Questions from the Plan Commission

Commissioner Hartweg asked if there is the same age limitation as there is on alcohol to which Village Planner Purvis stated the legal age for cannabis consumption is 21. Commissioner Hartweg asked about the increased hospitalization rates in the Colorado report. Village Planner Purvis read from the literature and stated these are hospitalization rates with "possible" marijuana exposure and are not split out by ages.

Chairperson Loch asked about revenue projections. Village Planner Purvis stated the State has estimated \$57 million for licenses, fees and sales taxes, but nothing specifically for the Villages. Village Planner Purvis stated the Village can add a tax up to 3% on recreational sales.

Commissioner Vondruska asked if the medical dispensaries have first choice at licenses to have recreational dispensaries to which Village Planner Purvis stated they do. Attorney Asprooth explained the licenses which have to do with the entire Chicagoland region.

Commissioner Fanella stated Naperville has a medical dispensary but said no to a recreational dispensary. Attorney Asprooth stated Naperville wanted to go to a non-binding referendum before they move forward with possible recreational cannabis businesses.

Village Planner Purvis stated the State of Illinois will have far less dispensaries than Colorado as Illinois will have 1 dispensary for every 25,000 people, and Colorado has a dispensary for every 10,000 people.

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Commissioner Vondruska asked if licenses would be issued on a case by case basis. Village Planner Purvis stated the Village would enact a license schedule, and as with alcohol licenses, if a Special Use is approved for a recreational cannabis business, the Village would increase the license number.

Commissioner Rodemann asked if the size of a recreational cannabis dispensary can be limited. Village Planner Purvis stated she is not aware of any limit on size. Attorney Asprooth stated there is not a limit on the size of a recreational cannabis dispensary, but there are many security protocols as a part of CRTA that could limit the size.

Commissioner Mulherin asked about Village regulation. Village Planner Purvis stated the Village cannot regulate the licensing process at all and only the State will do this. Attorney Asprooth stated the Village can do random inspections of any recreational cannabis business.

Commissioner Vondruska asked if this topic could come back in a year or two if the Plan Commission recommends denial to which Village Planner Purvis stated the issue can come back later, the Village always has the ability to amend its codes.

Commissioner Fanella asked if the selling hours would be along the lines of liquor-selling hours. Village Planner Purvis stated the Village cannot regulate the selling hours for cannabis and the state has said that dispensaries can operate from 6am to 10pm.

Village Planner Purvis showed images from different dispensaries.

Chairperson Loch asked if a landlord can ban cannabis. Attorney Asprooth stated a landlord cannot prevent a tenant from using edibles in their unit, but a landlord can prohibit the smoking of cannabis. Village Planner Purvis stated a medical patient who has a medical cannabis card can grow up to 5 marijuana plants in their home with a landlord's permission.

Public Comment

Carlos Guzman, who resides at 506 Taylor Avenue, Unit E, stated he feels like this is like Prohibition, and if you want cannabis, you are going to get cannabis. Mr. Guzman stated in the best interest of moving forward, the Village should allow the regulation of marijuana, and he would also like to see education about the use of marijuana, abuse of marijuana and potential repercussions. Mr. Guzman stated cannabis businesses should be regulated in the same way we regulate bars. Mr. Guzman stated the keys will be education, regulation and then allow people to enjoy cannabis however they enjoy it. Mr. Guzman stated he has seen many dispensaries,

and these dispensaries are in nice locations for the most part. Mr. Guzman stated he is former military, and depression and PTSD are real, and medical marijuana can help this.

David Hartsell, who resides at 714 Meredith Place, stated cannabis should be a hard no. Mr. Hartsell stated it is a sad day when the stated turns to drugs and gambling to balance the budget. Mr. Hartsell stated this is not who the Village is and not the image the Village wants to project. Mr. Hartsell stated we tell our kids not to drink or smoke or do drugs so the selling of cannabis would be hard to explain to children. Mr. Hartsell stated many towns have said no to cannabis already, and they can let Lombard be the pot capitol. Mr. Hartsell stated he has seen no revenue projections, and he feels it is naïve to believe the sale of cannabis could help with property taxes. Mr. Hartsell stated he was shocked to see the staff recommendations on this and feels this is way ahead.

Robert Pieper, who resides at 503 Ridgewood Avenue, stated he is shocked by this and thought he knew what this Village stood for. Mr. Pieper asked what benefits would come from this revenue, and he feels there are 50 downsides to this. Mr. Pieper asked what number would come from the 3% tax. Mr. Pieper stated they need to define who the Village is, what the Village stands for and what the Village's values are. Mr. Pieper stated the answer is not to add another possibly addictive drug in the Village.

Jane Pieper, who resides at 503 Ridgewood Avenue, stated she is a student at Glenbard West High School and is at the meeting on behalf of Reality Illinois who she read a statement on behalf of. Ms. Pieper stated she believes communities should opt out of marijuana businesses. Ms. Pieper stated the perception of youth that there is a lack of risk with cannabis will continue. Ms. Pieper stated there is already serious issues with vaping and shared statistics. Ms. Pieper asked why the Village would broaden the scope of THC products. Ms. Pieper stated the Village should readdress this issue in another year and take a step back for now to take the time to make an informed decision.

Tom Turek, who resides at 357 Birchbrook Court, stated he has lived in Glen Ellyn for 60 years, and Glen Ellyn is a safe community. Mr. Turek stated he is worried about adult-use cannabis. Mr. Turek stated he has seen many dispensaries in Denver, and he sees a lot of bums on the streets who are smoking marijuana all day. Mr. Turek stated he does not want to see this in Glen Ellyn. Mr. Turek stated Colorado has seen an increase in street crime, and he is not sure if this is a consequence of having dope, but this was not there before. Mr. Turek stated 13% of fatal crashes in Colorado test positive for cannabis. Mr. Turek stated he is not opposed to progress, but he does see revenue being generated from cannabis sales.

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Commissioner Mulherin stated the Plan Commission's role tonight is to help determine what type of zoning and guidelines might be needed for recreational cannabis businesses. Commissioner Mulherin asked the audience to remember this.

Chet Brett, who resides at 505 Taylor Avenue, thanked the Village for all the public outreach and available information on this topic. Mr. Brett stated if more opportunity for public outreach is needed, the Plan Commission will find this out by asking questions tonight. Mr. Brett stated he wants people to embrace a millennial community.

Patrick Ryan, who resides at 539 Dawes Avenue, stated this is a very serious issue, and the Village Board wants to make a decision after only 3 months. Mr. Ryan stated the State says there will be a lot of revenue from this, but he is not sure on this. Mr. Ryan stated there is no field test available for marijuana. Mr. Ryan stated they have taught their kids not to do drugs so he cannot understand why we would encourage this. Mr. Ryan asked what kinds of morals they would be teaching to their children.

Andrew Ho, who resides at 1N350 Blue Ridge Court in Wheaton, stated he has been in the cannabis industry for the past 5 years, owning and running a medical dispensary in Elmwood Park. Mr. Ho stated he is happy to offer himself as a resource. Mr. Ho stated the Elmwood Park dispensary has 700 medical patients, and this dispensary generates \$8 million in sales. Mr. Ho stated if a recreational dispensary was put in Glen Ellyn, he estimates it could approximately do \$12 million to \$15 million in sales the first year, and within 3 years, \$15 million to \$20 million in sales. Mr. Ho stated if the Village did do the 3% in tax, this could be real dollars to the village. Mr. Ho stated the Village would be empowered with how dispensaries will act.

Michelle Andringa, who resides at 708 Highview Avenue, thanked the staff and Plan Commission for their research. Ms. Andringa stated she is adamantly opposed to the sales of recreational cannabis as it runs counter to the culture in the community, increased access to recreational marijuana will increase marijuana use in the Village and the sale of marijuana will normalize its use and send the wrong message to the children. Ms. Andringa stated they need to put the health and safety of the Village first.

Rick Scheck, who resides at 678 Oak Street, thanked the Village for keeping the public up to date on this topic. Mr. Scheck stated he is in favor of a recreational dispensary like this. Mr. Scheck stated we teach our kids right from wrong, but they still may do these things when they reach the age. Mr. Scheck stated there will be safety and security restrictions like bars and restaurants that have liquor licenses too. Mr. Scheck stated this is the same as allowing the sale of alcohol to anyone 21 and over. Mr. Scheck stated education will be key. Mr. Scheck stated many towns in Illinois already have medical cannabis dispensaries, and he is not sure if these towns have safety issues.

Pete Ladesic, who resides at 615 Scott, asked about the chart of communities included in the packet. Village Planner Purvis stated this is a chart of changing information, and the staff is trying to keep it up to date as much as possible. Mr. Ladesic stated at the Village Board Workshop, those who supported cannabis did support medical marijuana. Mr. Ladesic stated he is opposed to recreational cannabis sales. Mr. Ladesic stated the Village needs economic development, but not at this cost, and this will not be an economic development driver. Mr. Ladesic stated there is no place in the community for this, and he urges the Plan Commission to not recommend any zoning districts.

Anne Gould, who resides at 609 Newton Avenue, stated it sounds like they are trying to normalize cannabis and compare this to alcohol, but she has never met a doctor who prescribed alcohol. Ms. Gould stated recreational cannabis is a separate issue from medical marijuana. Ms. Gould stated she suggests the Village add an over/under 21 identifier on the webpage where comments are being left for the Village. Ms. Gould stated there is no clear compelling reason for cannabis to be sold in Glen Ellyn, and it is not a risk the Village should be taking. Ms. Gould stated they need to take a step back, see the real implications and then make a more prudent approach.

Kurt Barry, who resides at 373 Forest Avenue, stated he and his wife are the owners of Mindful Medical Marijuana Dispensary in Addison. Mr. Barry stated these stores are for people ages 21 and over. Mr. Barry stated public consumption of cannabis is illegal. Mr. Barry stated when a cannabis store comes into a neighborhood, there is a lot of noise at first because of the fear of the unknown, but then it ends up being a non-event. Mr. Barry stated the operators in the industry are law-abiding and tax-paying, and the cannabis business industry is scrutinized closer than any other industry. Mr. Barry stated in the three years that the two medical dispensaries have been in Addison, the police have only been called once.

Commissioner Fanella asked about education being done. Mr. Barry stated they do educational at the store regularly, and dosing can be different for every person so they go slow to learn what each person's dose is.

David Scott, who resides at 895 Clifton Avenue, stated he and his family moved here from downstate a few years ago. Mr. Scott stated he remembers when the medical marijuana legislation came out as he was on the Planning Commission in his town then. Mr. Scott stated there has been an inability to stick to the subject at hand. Mr. Scott stated people seem to think this will sully and tarnish the culture and image in Glen Ellyn, but he cannot imagine this would happen. Mr. Scott stated he would like to see a more convenient place for people to buy pot. Mr. Scott stated the culture of the community is determined by the behavior of its residents.

Lorenzo Tassone, who resides at 671 Sheehan Avenue, stated he suffers from chronic pain, but he does not qualify for a medical marijuana card. Mr. Tassone stated he understand the fear, but the passage of this would not stop people from moving to the Village. Mr. Tassone stated if he chooses to use marijuana in his home, that is his choice, and marijuana may not be for you, but it is probably for someone else in the community. Mr. Tassone stated marijuana is already here, and you cannot fight the progress of time.

Anna Gluszak, who resides at 506 Taylor Avenue, stated if a teenager is going to get their hands on marijuana, they will get their hands on it so the Village should ensure marijuana is regulated. Ms. Gluszak stated they need to ensure this is implemented correctly so it is safe. Commissioner Mulherin moved, seconded by Commissioner Hartweg, to close the public hearing at 8:41 p.m. The motion carried unanimously by voice vote.

Chairperson Loch called for a 5-minute break at 8:41 p.m.

Chairperson Loch reconvened the meeting at 8:48 p.m. Chairperson Loch stated there is nothing in the Village's Code on cannabis so this issue does need to be discussed. Attorney Asprooth stated the Plan Commission needs to give the Village Board some kind of recommendation to act on. Commissioner Fanella asked for the slide about the Staff's recommendations for Text Amendments be put back on the screen.

Comments from the Plan Commission

Commissioner Rodemann stated he is against this, and he has concerns with the size of the business and possible traffic as he thinks this would be a high use facility. Commissioner Rodemann stated he is in favor of medical marijuana for the benefits for patients. Commissioner Rodemann stated he would want this limited to Roosevelt Road and maybe have higher parking ratios. Commissioner Rodemann stated he anticipates issues could come along.

Commissioner Berry asked what the suggested parking space is for retail. Village Planner Purvis stated it is the same for retail as for what is suggested for a cannabis business – 1 parking space per 250 square feet. Village Planner Purvis stated they can require a traffic study too as part of the Special Use application.

Chairperson Loch asked why the 1,500 feet from schools was not done as the Illinois Municipal League had suggested. Village Planner Purvis put up a buffer map and stated if they go with the 1,500 feet instead of 1,000 feet, it would take out much of the Village due to the distances to schools and daycares. However 1,500 feet from schools would likely allow sales on Roosevelt

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Road. Community Development Director Springer explained the zoning along Roosevelt Road and how the staff came up with their recommendation.

Commissioner Vondruska thanked the staff for their research and stated as of January 1st, cannabis will be around. Commissioner Vondruska stated he feels there is no harm in waiting to see what the other municipalities around do on this issue. Commissioner Vondruska stated he is in support of the staff's recommendations for the Text Amendments, and he would not want to see cannabis businesses in the Central Business District or the north side of the Village by Five Corners. Commissioner Vondruska stated a cannabis business would require a Special Use and would have to be approved by the Village Board anyways.

Commissioner Berry stated the biggest unknown coming into the meeting was understanding what the Plan Commission needed to do. Commissioner Berry stated he supports the recommended Text Amendments.

Commissioner Mulherin stated he does endorse the Text Amendments if the Village Board does decide to allow recreational cannabis dispensaries in the Village. Commissioner Mulherin stated he is concerned about racing into this, and he would not mind seeing how this topic develops in other communities.

Chairperson Loch stated she is fine with recommending these text amendments.

Commissioner Fanella stated if the Village Board allows the sale of recreational cannabis, she would recommend the Text Amendments; however, she is not fine yet with cannabis being sold in the Village.

Commissioner Hartweg stated in the other public meetings on cannabis, it was 50/50 with the residents. Community Development Director Springer stated at tonight's public hearing, 6 spoke in favor of this, 7 spoke against this and 2 were neutral.

Motion

Commissioner Fanella moved, seconded by Commission Mulherin to recommend that if the Village Board would move forward to approve the allowance of recreational cannabis dispensaries in Glen Ellyn, the Plan Commission supports the Zoning Code Text Amendments as presented in the Plan Commission packet on Thursday, October 10, 2019. Commissioner Fanella stated those Text Amendments should include the following:

1. That cannabis dispensaries be allowed as a Special Use only in the C3 zoning district (which is along Roosevelt Road).
2. That no consumption of cannabis on-site at dispensaries or smoking lounges be permitted.
3. That dispensaries be located no closer than 1,000 feet from a school.
4. That drive-through and window sales be prohibited.
5. That parking requirements be the same as other retail uses (1 space per 250 gross sf).
6. That the number of dispensaries be limited through the use of licenses, similar to liquor licenses.
7. That no other type of cannabis related businesses be allowed to locate within the Village at this time.

The motion carried with six (6) yes votes and two (2) no votes as follows: Plan Commissioners Fanella, Mulherin, Berry, Hartweg and Vondruska and Chairperson Loch voted “yes.” Commissioners Rodemann and Saeed voted “no.” Motion carried.

Commissioner Berry stated the consensus of the Plan Commission of Glen Ellyn is that more evidence is required before a decision is made on approving or disproving the legality of recreational marijuana sales in the Village of Glen Ellyn, and this can be accomplished by waiting longer or through a referendum to help bring a level of confidence to making the right decision for the community.

Commissioners Fanella, Mulherin, Rodemann, Saeed and Vondruska and Chairperson Loch all stated they support this statement. Commissioner Hartweg did not support the statement. Chairperson Loch and Commissioners Hartweg and Mulherin are not in support of a referendum as of now.

Trustee’s Report

Trustee Enright thanked the staff and the Plan Commission for their work on the cannabis topic. Trustee Enright stated the Village Board is working on the 2020 Budget and still has a few more Workshops on this. Trustee Enright stated the Avere project is moving ahead and possibly could be completed in early 2021. Trustee Enright stated the Apex project is still in litigation.

Chairperson’s Report

Chairperson Loch asked about the McCheseny site. Community Development Director Springer stated there has been some changes, and this property is on the market for \$3 million.

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Community Development Director Springer stated the staff has been entertaining a number of developers who want information on the site.

Staff Report

Village Planner Purvis stated there will be a discussion regarding Zoning Text Amendments for Tobacco and Vape shops at a future meeting, and there will probably not be a meeting on October 24, 2019. Village Planner Purvis stated the Streetscape Project is in the second phase of engineering, and the Public Works Department will be looking for feedback on samples of streetscape treatments that will be available for the public to see.

Commissioner Berry asked about the Comprehensive Plan. Village Planner Purvis stated this have been moving along slowly due to other pieces and explained the process.

Other Business

None

Adjournment

Plan Commissioner Fanella moved, seconded by Plan Commissioner Hartweg, to adjourn the meeting at 9:27 p.m. The motion carried unanimously by voice vote.

Respectfully Submitted,

Debbie Solomon
Recording Secretary



Plan Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/14/19 07:00 PM
Department: Plan Commission
Department Head: Katie Ashbaugh
Category: Discussion Item
Prepared By: Katie Ashbaugh

SCHEDULED

AGENDA ITEM (ID # 4226)

DOC ID: 4226

41 - 55 N. Park Blvd. – Glen Ellyn Food Pantry – Pre-Application Meeting

PETITIONER: The petitioner is the Glen Ellyn Food Pantry, represented by Paula Nugent, President.

REQUEST: Pre-Application meeting regarding a proposed remodeling and addition to a two-story, single-family residence for use as a food pantry on the property located at 41-55 N. Park Boulevard.

BACKGROUND: *Petitioner History*

The Glen Ellyn Food Pantry, the petitioner, is currently located at 493 Forest Avenue, Glen Ellyn, in the basement of the Grace Lutheran Church. Fourteen churches in total support the Food Pantry as a non-profit organization and members of each church comprise its Board of Directors (Attachment 14). The petitioner has expanded beyond the capacity of its current location at Grace Lutheran Church. Faith Evangelical Lutheran Church (FELC), located at 41 - 55 N. Park Boulevard, as one of the supporting churches, has agreed to allow the petitioner to pursue the existing, two-story, church-owned single-family residence to the north of the church building as an alternative location (Attachment 15).

In the petitioner's current location, the Village has historically considered the use, 'food pantry', as an incidental use. In the proposed location in a standalone building, with an increased size and intensity of use, it is appropriate for the request to undergo review by the Plan Commission and Village Board.

Site Description

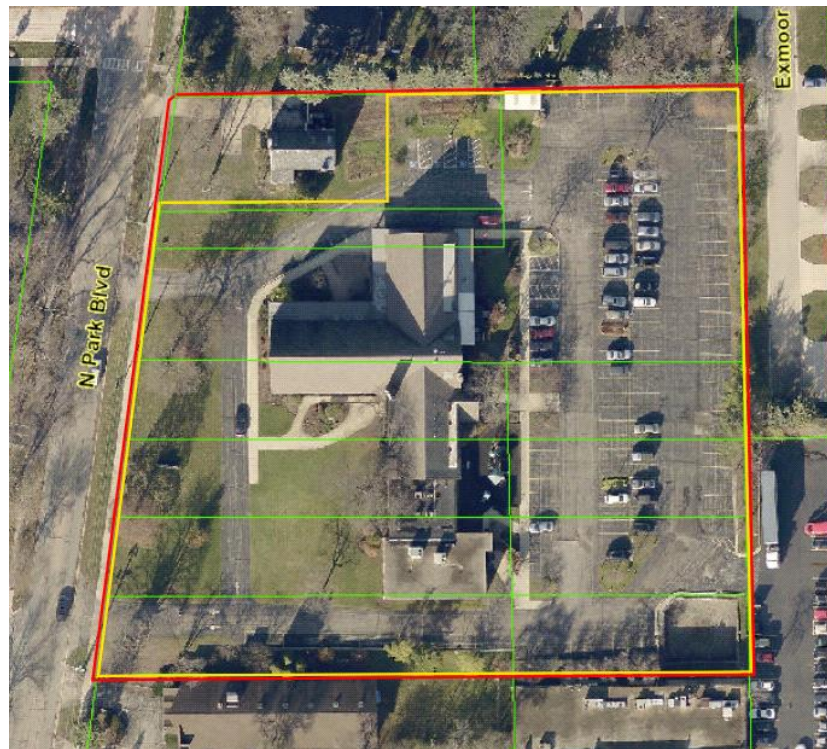
The subject property is located on the east side of Park Boulevard, immediately south of Maiden Lane. The church building is approximately 17,500 square-feet building and is served by 126 parking stalls. The existing two-story, single-family residence to the north of the church is approximately 1,684 square-feet in area. Three driveways serve the entire campus from Park Boulevard, with the northernmost driveway providing access only to the single-family residence. The center driveway is the primary access point to the church and is entry-only; the southernmost driveway is exit-only. A fourth driveway provides access from Exmoor Drive at the northeast corner. A fifth driveway provides access to Pickwick Place at the southeast corner and is gated the majority of the time.

Site History

On February 25, 1985, the Village Board granted approval of a Special Use Permit to allow the construction of an addition to the church (Ordinance 3080-Z). This ordinance excluded the property which was used as a two-story, single-family residence at the time.

On January 8, 1996, the Village Board granted approval of a Special Use Permit and Exterior Appearance Approval to allow the construction of another addition to the church (Ordinance 4337). The legal descriptions and PINs listed in Ordinance 4337 apply to both 41 and 55 N. Park Boulevard. The single-family residence is shown on approved plans associated with said ordinance as a “parsonage”.

The church continues to provide a variety of services in addition to traditional Sunday worship services, including daily child daycare and adult daycare, on the subject property. The existing single-family residence is not used as a dwelling by the church, but rather serves as a meeting place for church activities.



Yellow = Ordinance 3080-Z

Red = Ordinance 4337

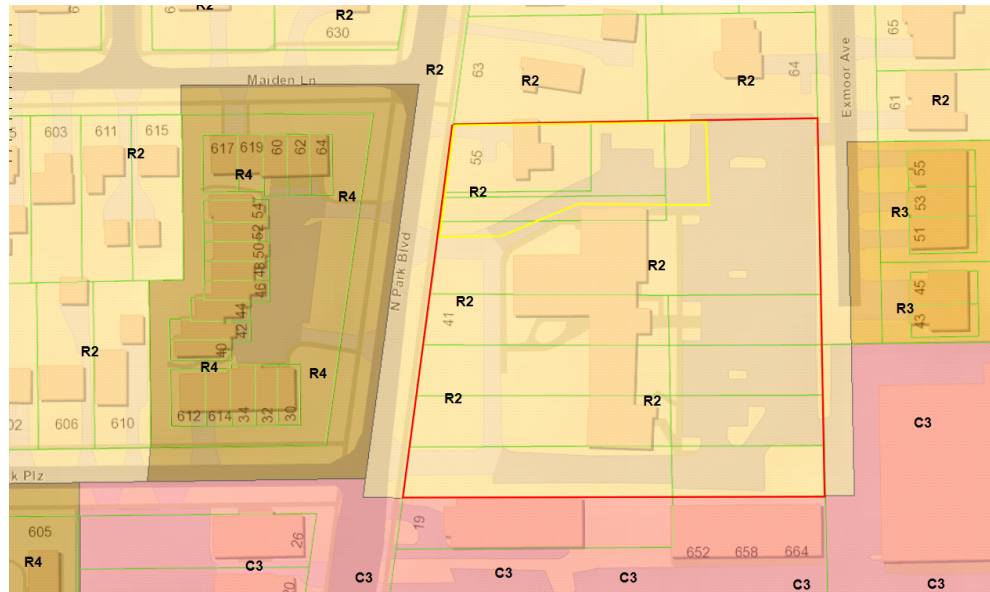
Surrounding Land Uses

North: Single-family Residential
South: Single-Family Residential
East: Multi-Family Residential

Surrounding Zoning

R2 Residential
C3 Service Commercial
R3 Residential

Retail
West: Multi-Family Residential
C3 Commercial
R4 Residential

**COMP PLAN:**

The 2001 Comprehensive Plan future land use designation for 41 N. Park Boulevard, the mailing address for the church, is Public/Semi-Public. The future land use designation for 55 N. Park Boulevard, the mailing address for the single-family residence, is Single-Family Detached Residential.

PROJECT SUMMARY:*Building Improvements*

The petitioner is proposing to convert the existing two-story, single-family residence into a food pantry as an adaptive reuse of the now underutilized building. This conversion consists of the demolition of approximately 590 square-feet of the existing single-family residence, specifically the one-story attached garage north of the residence. The attached garage is now 5 feet 2 inches from the north interior side lot line. The food pantry is proposed to replace the attached garage with an approximately 970 square-foot, two-story addition. This addition is proposed to be 6 feet 6 inches from the north interior side lot line. The petitioner is also proposing to demolish and reconstruct the south one-story porch, which is approximately 117 square feet in area, and replace it in approximately the same footprint for the same function.

For the basement/foundation level (Attachment 8), staff understands the area near to the proposed garage door to serve as the delivery and loading area for food donation deliveries (Attachment 10, east elevation). Other uses

of this level are unclear as the plan does not label them. Staff understands from discussions with the petitioner that the first floor will be occupied by a reception area and a room designated as the “shopping area” even though the plan does not label these areas (also Attachment 8). For the second floor (Attachment 9), the petitioner is proposing office space, storage for food donations, and a multi-purpose room for cooking and nutrition classes.

Site Improvements

In addition to the building improvements, the petitioner is proposing a few site improvements. First, they are proposing to install an approximately 140-foot long driveway along the north property line to connect the existing church parking lot to the proposed building addition. The basement/foundation level of the proposed addition will have a garage door, which will serve as the loading dock area to accommodate weekly deliveries from the Northern Illinois Food Bank. To strive for a net-neutral change in impervious surface on the subject property, the petitioner is proposing permeable pavers as the material for the new driveway (Attachment 5, proposed site plan). Second, they are proposing to relocate the refuse area for garbage and recycling from the center of the north lot line and adjacent to an existing shed and garage (Attachment 5, demo site plan), to the rear of the proposed food pantry, to the east of the three existing handicapped parking stalls (Attachment 5, proposed site plan). Third, they also are proposing to remove the northernmost driveway that has historically served as the access to Park Boulevard for the single-family residence (Attachment 5, demo site plan). The center driveway, which is proposed to be the primary entrance to the subject property for the church and the food pantry, will then be widened by approximately 12 feet immediately to the south of the food pantry. The total width of the driveway was not shown. Finally, the petitioner is proposing limited landscaping along the north interior side lot line, the front elevation of the food pantry, and to the southwest of the food pantry (Attachment 6).

Site Operations

The petitioner currently operates by appointment-only at its current location at Grace Lutheran Church. As detailed in Attachment 14, the petitioner plans to continue to operate by appointment-only at the subject property. The petitioner is staffed with 9 part-time employees and over 300 volunteers. Hours of operation, the number of staff and volunteers to work each shift, the length of an appointment or number of appointments per day, were not provided. Additional details regarding the size of the cooking and nutrition classes and other programs were not provided.

Staff additionally understands from the petitioner that customers will be directed to park in the shared church parking lot and are to enter through the door on the south side of the food pantry. Upon entering the food pantry,

customers will either wait in the reception area or be escorted to the “shopping area” to select food. Once they have finished “shopping”, a staff person or volunteer will wait with the full shopping cart for the customer to get his or her vehicle from the parking lot and drive it up to the widened driveway immediately adjacent to the door. The customer then will load the food into his or her vehicle and leave. A site plan of the entire subject property to illustrate this circulation pattern was requested and not provided.

1. Parking. The petitioner is not proposing the construction of additional parking stalls at this time. A variation may be required, upon further review of the combined parking requirements of the existing church and the proposed food pantry.

Churches are required to provide one (1) parking stall per 4 auditorium seats in the R2 Residential District. The Village does not have a minimum parking requirement for food pantries at this time. Assuming the parking ratio for a similar use, such as an office building, the proposed food pantry would need to provide 12 parking stalls.

2. Setbacks. The existing single-family residence is approximately 5 feet 2 inches from the north interior side lot line. The required interior side yard setback for the subject property is 37 feet 11 inches due to the long frontage of the entire church property. The petitioner is proposing an interior side yard setback of 6 feet 6 inches.

Please note that the minimum required interior side yard setback in the R2 Residential District is 10 percent of the lot width or 6 feet 6 inches, whichever is greater. A variation will be required to allow the setback as proposed.

3. Height. The height of the existing parts of the single-family residence and the proposed addition were not provided.
4. Landscaping. The petitioner is proposing some additional landscaping along the front building elevation facing Park Boulevard. The petitioner is also proposing a small garden and fruit tree grove to the southwest of the food pantry. The petitioner is also proposing 4-foot tall arborvitae along a limited portion of the north property line adjacent to a single-family home (63 N. Park Boulevard).

Please note the following regarding the landscaping:

- Opaque screening is required along property lines of non-residential uses which abut residential uses. A variation would be required to allow 4-foot tall landscape screening along only a portion of the lot line abutting the single-family residence to the north, in lieu of the 6

to 7 foot tall opaque screening required along the entire lot line. The fence labeled as, “existing fence” (Attachment 5, demo site plan) to the north of the project area is not on the church’s property.

- Per email correspondence staff received from the petitioner on November 1, 2019, the landscape bed shown to the north of the three existing handicapped stalls are not to be included as they were erroneously shown on the plan. Landscaping is not in place at this time (Attachment 5, demo site plan).

5. Flooding Concerns. Staff does not have any concerns about flooding at this time. A grading plan will be required at the time of formal submittal. Staff has informed the petitioner of the requirements of the DuPage County Stormwater and Floodplain Ordinance. Staff has also informed the petitioner that permeable pavers may only be installed on a 3 percent slope and that they are not preferable for regular use by heavy delivery/trailer trucks.
6. Other Requirements. Following the use of the existing single-family residence as a food pantry, it will no longer meet the definition of a residential structure, as defined in Section 4-1-3 of the Building Code. Therefore, the structure will be considered a commercial structure and all improvements will be subject to all codes and ordinances required of commercial structures, including but not limited to, the 2009 International Building Code, 2018 International Energy Code, and the 2018 Illinois Accessibility Code. Additionally, the Equitable Restrooms Act of Illinois, PA 101-0165, is subject to take effect for all buildings which begin construction on or after January 1, 2020.

REVIEW PROCESS:

At this time, based on the information provided, staff finds that in order to proceed with the project, the petitioner will need to receive approval of the following:

1. Zoning Text Amendment request to add the term, ‘food pantry’ to Section 10-2-2 of the Zoning Code.
2. Zoning Text Amendment request to add the use, ‘food pantry, when located on church-owned and occupied property’ to the list of special uses in the R2 Residential District.
3. Special Use Permit to allow a food pantry on church-owned and occupied property at 55 N. Park Boulevard.
4. Variation to allow two principal buildings on one zoning lot where one is permitted.
5. Variation to allow a setback of 6 feet 6 inches from the north interior side lot line in lieu of the minimum 37 feet 11 inch setback required.
6. Variation to allow 4-foot tall landscape screening along only a portion of

the north interior side lot line abutting a residential use where opaque screening with a height of 6 to 7 feet along the entire lot line is required.

7. Exterior Appearance Approval to remodel and construct an addition to a non-residential building.
8. Plat of Consolidation.

The above list is subject to change as additional plans and information are submitted and reviewed. Approvals 1-6 will be reviewed by the Plan Commission with a recommendation to the Village Board. The Exterior Appearance will be reviewed by staff with a recommendation made to the Village Board. The Plat of Consolidation will be reviewed and decided upon by the staff without the requirement for a public hearing or approval by the Village Board.

COMMISSION ACTION:

The Plan Commission is being asked to conduct a Pre-Application Meeting for the project and provide comments that will assist the petitioner in preparing a formal application. In reviewing the project, the Commission may wish to provide feedback or ask for clarification on the following:

- The proximity of the loading dock for the delivery truck to the single-family residence to the north.
- Operational details, including: hours of operation, length of customer appointments, number of appointments per day, number of staff and volunteers per shift, frequency of Northern Illinois Food Pantry deliveries anticipated now and in the future, and frequency of other donation deliveries.
- The use of permeable pavers for the proposed driveway for use by a delivery truck on at least a weekly basis.
- The installation of landscaping to the north of the three existing parking stalls.
- The location of the dumpster enclosure. Staff provided the petitioner with two suggested alternative locations but did not proceed with them.
- The shared use of the garbage and recycling with the church, increase in waste pick-up frequency, and circulation of the garbage truck in the proposed location.
- The uses of the basement and first floor of the food pantry.
- The proposed elevations for the building with the addition facing Park Boulevard and the building materials.
- How traffic flow will work after customers pick up their groceries and cars are facing west toward the one-way entry.

Please note as part of the public notification process, staff has sent courtesy notices to property owners within 350 feet of the property. Staff has also posted the notice of Pre-Application meeting on the Village website's Public

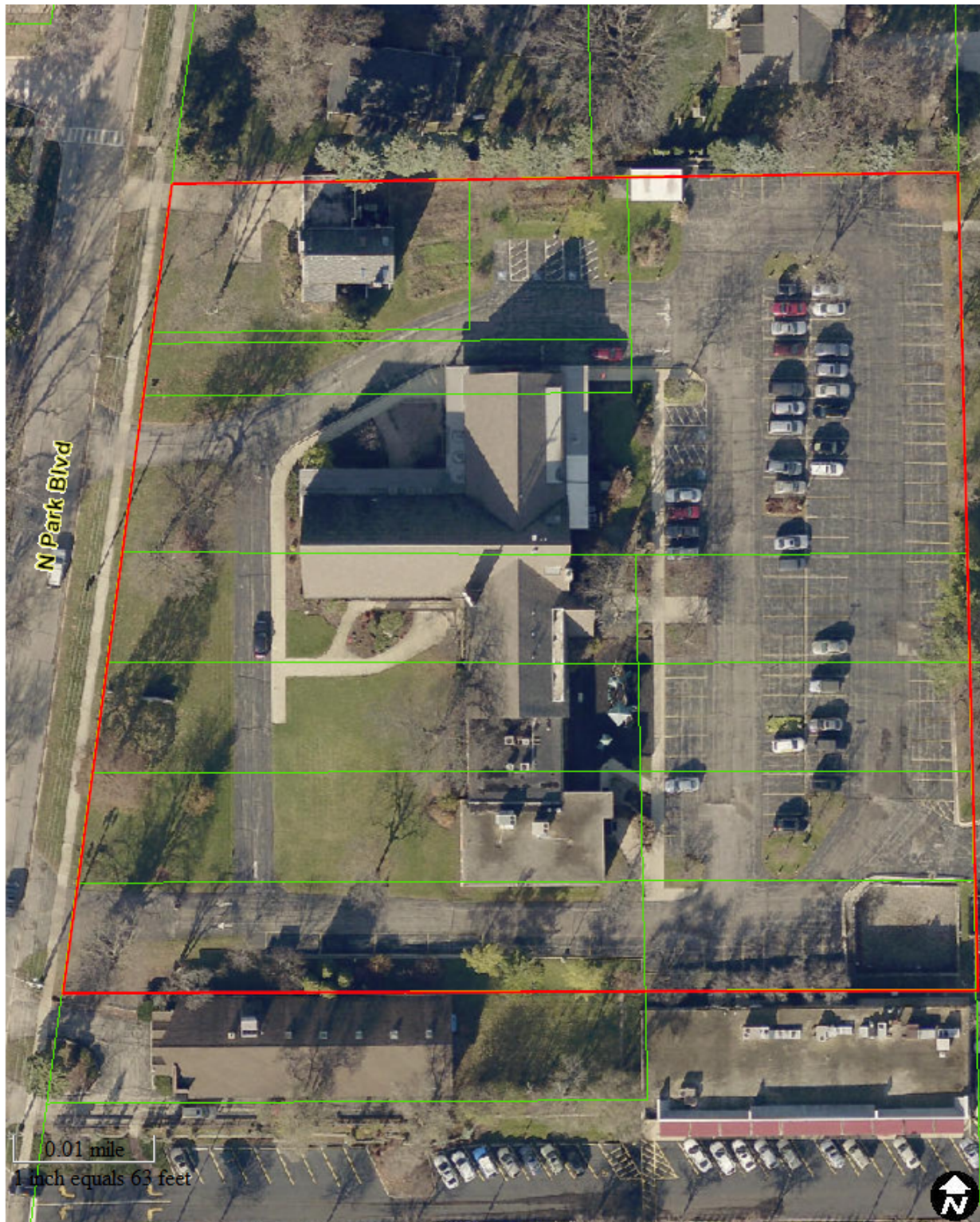
Notice Portal.

ATTACHMENTS:

1. Aerial Photo
2. Location & Zoning Map
3. Plat of Survey
4. Existing Conditions Plan
5. Proposed Demolition and Site Plan
6. Proposed Landscape Plan
7. Proposed House Demolition Plans
8. Proposed Floor Plan - Basement and 1st Floor
9. Proposed Floor Plan - 2nd Floor and Roof
10. Proposed Elevations
11. Public Notice of Pre-Application Meeting Request
12. Location Map for Notification
13. Mailing Labels of Residents within 350' of subject property
14. Petitioner's Pre-Application Packet
15. Letter of Authorization from FELC

ATTACHMENTS:

- 1. Aerial Photo (PDF)
- 2. Location - Zoning Map (PDF)
- 3. Plat of Survey (PDF)
- 4. Existing Conditions Plan (PDF)
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- 8. Proposed Floor Plan - Basement and 1st Floor (PDF)
- 9. Proposed Floor Plan - 2nd Floor and Roof (PDF)
- 10. Proposed Elevations (PDF)
- 11. Public Notice for Pre-App Meeting Request (PDF)
- 12. Location Map for Notification (PDF)
- 13. Mailing Labels for Residents within 350 feet (PDF)
- 14. Petitioner's Pre-App Packet (PDF)
- 15. Letter of Authorization from FELC (PDF)

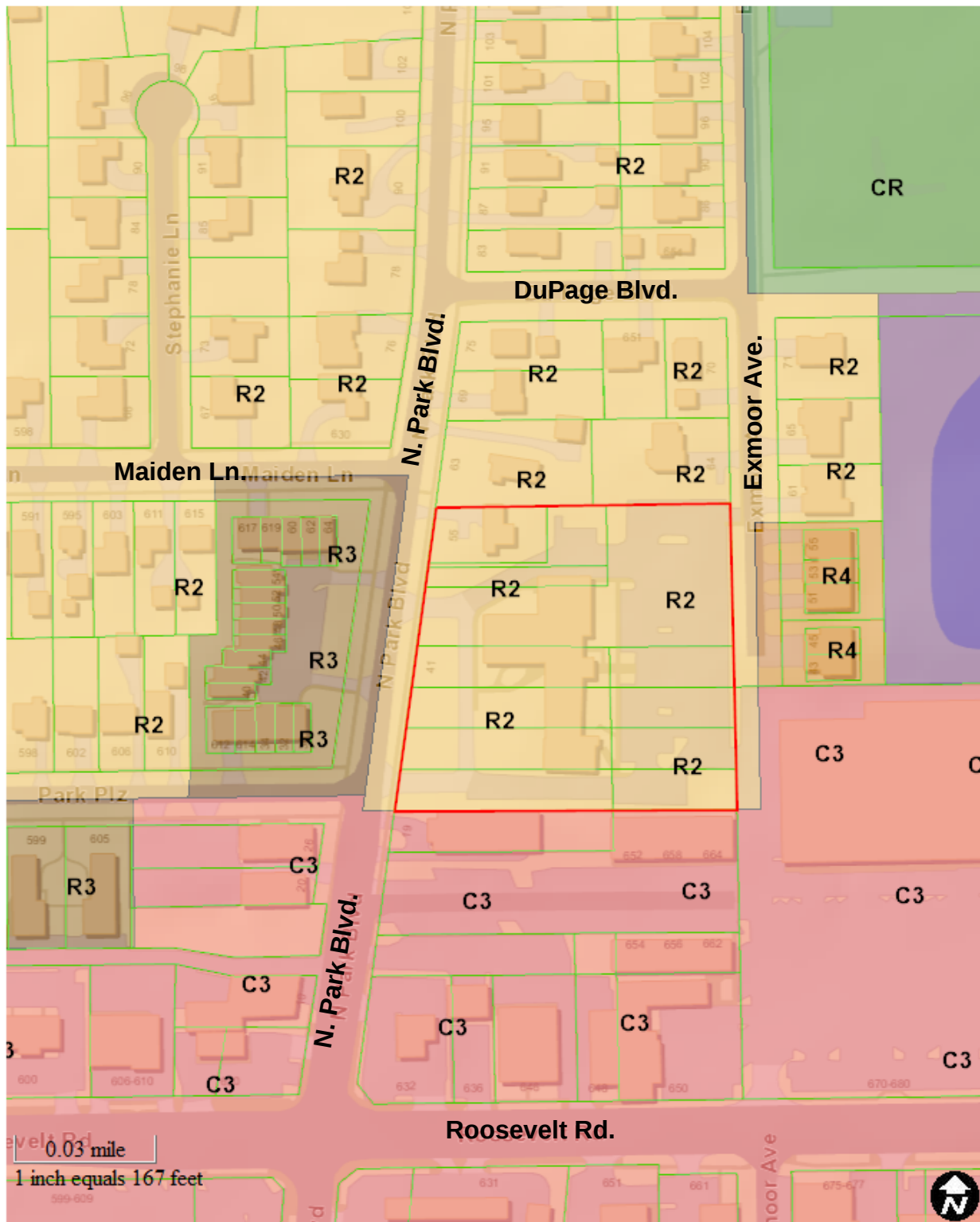


Map created on November 7, 2019.

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Map created on November 7, 2019.

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THE SOUTH HALF OF LOT 7, ALL OF LOT 6 AND THE NORTH HALF OF LOT 7 AS MEASURED ON THE EAST LINE IN BLOCK 1 IN ROOSEVELT GARDENS HOMESTES, A SUBDIVISION IN THE SOUTH HALF OF TOWNSHIP 39 NORTH AND RANGE 10 EAST, OF THE PLAT THEREOF RECORDED MAY 5, 1921 AS DOCUMENT 148152, IN DUPAGE COUNTY, ILLINOIS;

AND

THE SOUTH HALF OF LOT 7, ALL OF LOTS 8 TO 12, INCLUSIVE, LOTS 30 TO 36, INCLUSIVE AND THE SOUTH HALF OF LOT 37, ALL IN BLOCK 1 IN ROOSEVELT GARDENS HOMESTES, A SUBDIVISION IN THE SOUTH HALF OF SECTION 13, AND PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 39 NORTH AND RANGE 10 EAST, OF THE PLAT THEREOF RECORDED MAY 5, 1921 AS DOCUMENT 148152, IN DUPAGE COUNTY, ILLINOIS;

AND

THE SOUTH HALF OF LOT 31, ALL OF LOTS 8 TO 12, INCLUSIVE, LOTS 30 TO 36, INCLUSIVE, AND THE SOUTH HALF OF LOT 37 ALL IN BLOCK 1 IN ROOSEVELT GARDENS HOMESITES, A SUBDIVISION IN THE SOUTH HALF OF SECTION 14, AND PART OF THE SOUTHEAST QUARTER OF SECTION 14, TOWNSHIP 39 NORTH RANGE 10 EAST OF THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 5, 1921 AS DOCUMENT 148152, IN DUPAGE COUNTY, ILLINOIS.

GENERAL NOTE

THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF A TITLE COMMITMENT WHICH WOULD DISCLOSE EASEMENTS AFFECTING THE SUBJECT PROPERTY AT THE TIME OF THIS SURVEY.

ABBREVIATIONS

HDPE = HIGH-DENSITY POLYETHYLENE
 RCP = REINFORCED CONCRETE PIPE
 PVC = POLYVINYLCHLORIDE PIPE
 CMP = CORRUGATED METAL PIPE
 VCP = VITRIFIED CLAY PIPE
 INV = INVERT
 TC = TOP OF CURB
 FL = FLOW LINE
 FE = FLOOR ELEVATION
 TF = TOP OF FOUNDATION
 CHB = CHORD BEARING
 DIP = DUCTILE IRON PIPE
 RRS = RAILROAD SPIKE
 POB=POINT OF BEGINNING

LINE	LEGEND
	= BOUNDARY LINE
	= LOT LINE
	= EASEMENT LINE
	= SETBACK LINE

LEGEND

	SANITARY MANHOLE		MANHOLE
	SANITARY CLEANOUT		DOWNPOUT
	STORM MANHOLE		LIGHT POLE
	STORM CATCH BASIN		OVERHEAD LIGHT POLE
	STORM INLET		ELECTRIC MANHOLE
	STORM CLEANOUT		TRAFFIC SIGNAL POLE
	FLARED END SECTION		TRAFFIC CONTROL BOX
	TRANSFORMER		TRAFFIC SIGNAL VAULT
	ELECTRICAL BOX		RAILROAD SIGNAL POLE
	CABLE T.V. BOX		RAILROAD SIGNAL VAULT
	TELEPHONE BOX		UTILITY POLE
	TRAFFIC CONTROL BOX		OVERHEAD WIRES
	ELECTRIC MANHOLE		UNDERGROUND ELECTRIC
	COMMUNICATION MANHOLE		UNDERGROUND GAS
	TELEPHONE MANHOLE		UNDERGROUND TELEPHONE
	ELECTRIC METER		UNDERGROUND FIBER OPTIC
	GAS METER		UNDERGROUND CABLE
	GAS VALVE		WATER MAIN
	RAILWAY		SANITARY SEWER
	WATER VALVE		STORM SEWER
	WATER VALVE VAULT		FENCE LINE
	FIRE HYDRANT		GUARD RAIL
	POST INDICATOR VALVE		DECIDUOUS TREE
	WATER METER		PINE TREE
	PARKING METER		DROVEHORN PIPE
	SIGN		FOUND IRON PIPE
	FLAG POLE		CROSS CUT IN CONCRETE
	PNEUMATIC MARKER		

M = MEASURED DIMENSION
R = RECORD DIMENSION

[illegible]

Abbreviations

@	At
AC	Air Conditioning
A.F.F.	Above Finished Floor
ATC	Acoustical Tile Ceiling
CFM	Cubic Feet per Minute
CL	Centerline
CLg.	Ceiling
Cpt.	Carpet
C.O.	Cased Opening
C.O.	Cleanout
Conc.	Concrete
Cont.	Continuous
Const.	Construction
C.T.	Ceramic Tile
CW	Cold Water
Demo.	Demolition
D.F.	Drinking Fountain
Dia.	Diameter
Dn.	Down
D.S.	Down Spout
Dwg.	Drawing
E	Existing to Remain
El.	Elevation
Elev.	Elevation
Elec.	Electrical
EM	Emergency
Eq.	Equal
Exist.	Existing
F	Future
F.D.	Floor Drain
Fin.	Finish
Flr.	Floor
FSR	HVAC/Floor Supply Register
Ft.	Feet
Furn.	Furnished
Furn.	Furnace
Gl.	Glass
G.C.	General Contractor
GFI	Ground Fault Interrupter
H.	High
H.C.	Hollow Core
Hdwr.	Hardware
Ht.	Height
H.M.	Hollow Metal
HVAC	Heating, Ventilating & Air Conditioning
HW	Hot Water
HWH	Hot Water Heater
In.	Inches
Lam.	Laminated
Lav.	Lavatory
Max.	Maximum
Mech.	Mechanical
Min.	Minimum
Mirr.	Mirror
N	New
NIC	Not In Contract
NL	Night Light
No.	Number
N.T.S.	Not to Scale
Ø	Diameter
O.C.	On Center
O.H.	Overhead
Opg.	Opening
OWD	Open Waste Drain
P.C.	Prime Contractor
Pl.	Plate
Pl. Lam.	Plastic Laminate
Q.T.	Quarry Tile
R	Relocated
RAG	Return Air Grille
Req'd	Required
S & R or R & S	Shelf and Rod
SAG	Supply Air Grille
S.C.	Separate Circuit
S.C.	Solid Core
S.D.	Smoke Detector
SEFG	Sara E.F. Gensburg, Ltd.
S.Ft.	Square Feet
Sq.Ft.	Square Feet
Sht.	Sheet
T	Thermostat
Tel.	Telephone
Temp.	Tempered
U.N.O.	Unless Noted Otherwise
VCT	Vinyl Composition Tile
V.I.F.	Verify In Field
W	With
WSR	HVAC/ Wall Supply Register

Symbols/Legend

	Existing Construction to Remain
	Existing Construction to be Removed
	New Wall Construction (see wall sections)
	New low-height wall Construction (see wall sections)
	Exit Sign (w/ 1 1/2-hr. battery backup or connect to 24 hr. emergency circuit)
	Exit Sign w/ Directional Arrows (1 1/2-hr. battery backup or connect to 24 hr. emergency circuit)
	Emergency Light (1 1/2-hr. battery back-up or connect to 24 hr. emergency circuit)
	Exit Sign w/ Emergency Light (1 1/2-hr. battery backup or connect to 24 hr. emergency circuit)
	Down Light Fixture
	Vapor proof Light Fixture
	Wall Washer Light Fixture
	2 x 2 Fluorescent Light
	2 x 4 Fluorescent Light
	2 x 4 Fluorescent Night Light
	1 x 4 Fluorescent Light
	Fluorescent Strip Light
	Track Light Fixture
	Switch
	Three-Way Switch
	Dimmer / Rheostat Switch
	Occupancy Sensor
	Thermostat
	HVAC Supply Register
	HVAC Return
	Exhaust Fan
	Exhaust Fan with Light
	Electric Motor
	Ceiling Fan
	Speaker
	Intercom
	Intercom Speaker
	Duplex Receptacle (wall mount)
	Double Duplex Receptacle (Quadplex)
	Duplex Receptacle with GFI Ground Fault Interrupter
	Separate Circuit Duplex Receptacle
	Duplex Receptacle (floor Mount)
	Quadplex Receptacle (floor Mount)
	Flexible Whip
	Junction Box
	Telephone Outlet (wall mount)
	Computer / Data Line (wall mount)
	Telephone Outlet & Data Line (wall mount)
	Telephone Outlet & Data Line (floor mount)
	Cable Television Outlet
	Power Pole
	Sprinkler Head
	Smoke Detector
	Fire Extinguisher
	Fire Alarm Pull
	Audio and Visual (Strobe) Alarm

NOTE: "E" Subscript denotes existing to remain
"R" Subscript denotes existing to be relocated
"N" Subscript denotes new
"D" Subscript denotes demolition

Code Review

Work under this permit shall comply with all State, Municipal and following codes adopted by the Village of Glen Ellyn.	
Project Name:	GLEN ELLYN FOOD PANTRY
and Address:	55 PARK BLVD. GLEN ELLYN, ILLINOIS 60137
Type of Work:	Commercial 2 story addition and interior alteration of existing.
Codes Used:	2009 International Building Code 2009 International Mechanical Code 2009 International Property Maintenance Code 2009 International Fire Code 2018 Illinois Energy Conservation Code 2011 National Electrical Code 2014 Illinois Plumbing Code 2018 Illinois Accessibility Code
Electrical Notes	
1. All electric work must comply with applicable municipal electric codes.	
2. Upgrade electrical service as needed.	
3. Provide controls that shall reduce lighting requirements by 50% as per IECC at rooms with new light fixtures only.	
Plumbing Notes	
1. All plumbing work must comply with Illinois State Plumbing Code and all other applicable plumbing codes.	
2. Upgrade water meter as needed (due to sprinkler system)	
Mechanical Notes	
1. All mechanical work must comply with applicable codes.	
2. Furnish and install new equipment as needed.	
Fire Protection Notes	
1. All emergency lighting and exit signs shall have 1-1/2 hr. battery back-up to assure continued illumination of not less than 1-1/2 hr. in the event of primary power loss. Comply with National Electric Code. Locations of exit and emergency lights are subject to field inspection.	
2. Sprinklers to be added for building.	
3. Sprinkler drawings or hydrostatic calcs. shall be provided by sprinkler contractor.	
4. Fire extinguishers to be provided as directed by the Fire Department.	
5. Drawings for fire alarm and/or detection system, if required, shall be provided by fire alarm contractor.	
Reflected Ceiling Notes	
1. The contractor shall exercise care and be responsible for any damage to existing conditions which are to remain.	
2. All new ceilings are to be constructed as indicated and in accordance with established building standards.	
3. Following construction of acoustical ceiling installation, all joints shall be straight, true to line, with exposed surfaces flush and level. All dirty or discolored surfaces of tile shall be cleaned or replaced, and left free of defects.	

General Notes

1. Contractor shall field verify all dimensions and conditions shown on drawings prior to construction and shall notify Sara E.F. Gensburg, Ltd. of any discrepancies, omissions and/or conflicts.
2. All partitions are dimensioned from finish face or shown to align level with the face of another partition, unless noted otherwise.
3. General Contractor shall be responsible for the bracing and blocking of walls at door openings. All wood shall be fire retardant as per municipal code.
4. Where new walls align and abut existing wall (drywall to drywall): remove existing corner bead tape and spackle juncture (3 coats minimum).
5. Flash patch as required at any door frames which are to be set true, constant and level to ceiling line.
6. Contractor shall be responsible for arranging with tenant and building management for handling and disposal of construction and demolition materials.
7. All work shall conform to State, Municipal and all other local codes.
8. All materials and equipment are to be new, unless noted otherwise, and construction, including workmanship, shall be of good quality and free from faults and defects.
9. Existing walls to be patched as required for smooth, even finish. In addition, patch walls as required at areas of demolition to match adjacent finish and materials.
10. All egress doors shall be readily openable from the side from which egress is to be made without the use of a key or special knowledge or effort.
11. DO NOT SCALE DRAWINGS.
12. Repair or patch all penetrations through rated assemblies.
13. All new doors to be 3'-0" wide with lever hardware, unless noted otherwise.

Index of Drawings

A-1	Legend, Site Plan
A-2	Notes, Specifications
A-3	Demolition & Proposed Site Plan
A-4	Existing/Demolition Floor Plans
A-5	Proposed Floor Plans
A-6	Proposed Floor Plans
A-7	Existing/Demolition Exterior Elevations
A-8	Proposed Exterior Elevations
A-9	Proposed Exterior Elevations
Site Data	
Use Group:	M - Mercantile
Type:	V-B (Existing)
Lot Area:	9,583.2 S.F.
Lot Coverage Ratio:	2 story structure = 1985 S.F. / 9583.2 = 20% of 20% max. 1 story structure = 116 S.F. / 9583.2 = 1% of 35% max.
Floor Area: (Gross S.F.)	1,004 S.F. (Exist. Basement, unfinished below grade) 161 S.F. (New Addition) 1,165 S.F. Total Basement 1,596 S.F. (Exist. 1st floor & attached garage) -710 S.F. (1st Floor Demolition) 1,039 S.F. (New Addition) 1,925 S.F. Total 1st floor 904 S.F. (Exist. 2nd floor) 905 S.F. (New Addition) 1,809 S.F. Total 2nd Floor
F.A.R.:	0.4 x 9,583.2 S.F. = 3,833 S.F. (buildable) 1,925 S.F. + 1,809 S.F. = 3,734 S.F. (actual)
Impermeable Area:	SEE CIVIL DRAWINGS

Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive #0082
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
1	06-06-19	Issued for Budget
2	06-23-19	Issued for Preliminary Engineering
3	06-16-19	Issued per Client Request
4	10-17-19	Issued per Client Request
5	10-30-19	Revised per Building Department Comments

SEFG No.
119060

Drawn:
R.A.M.

Checked:
SEFG

A-1

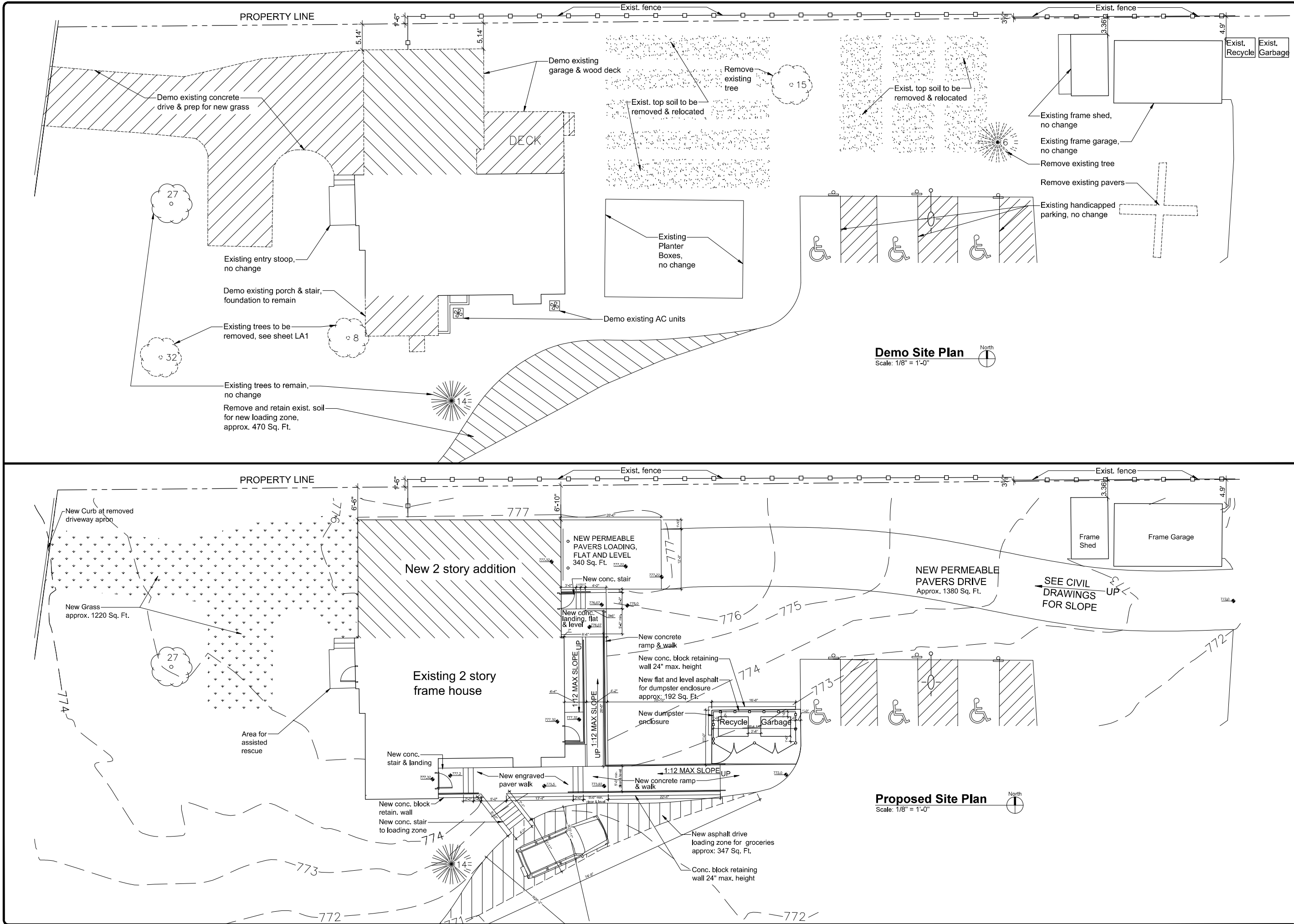
Packet Pg. 27

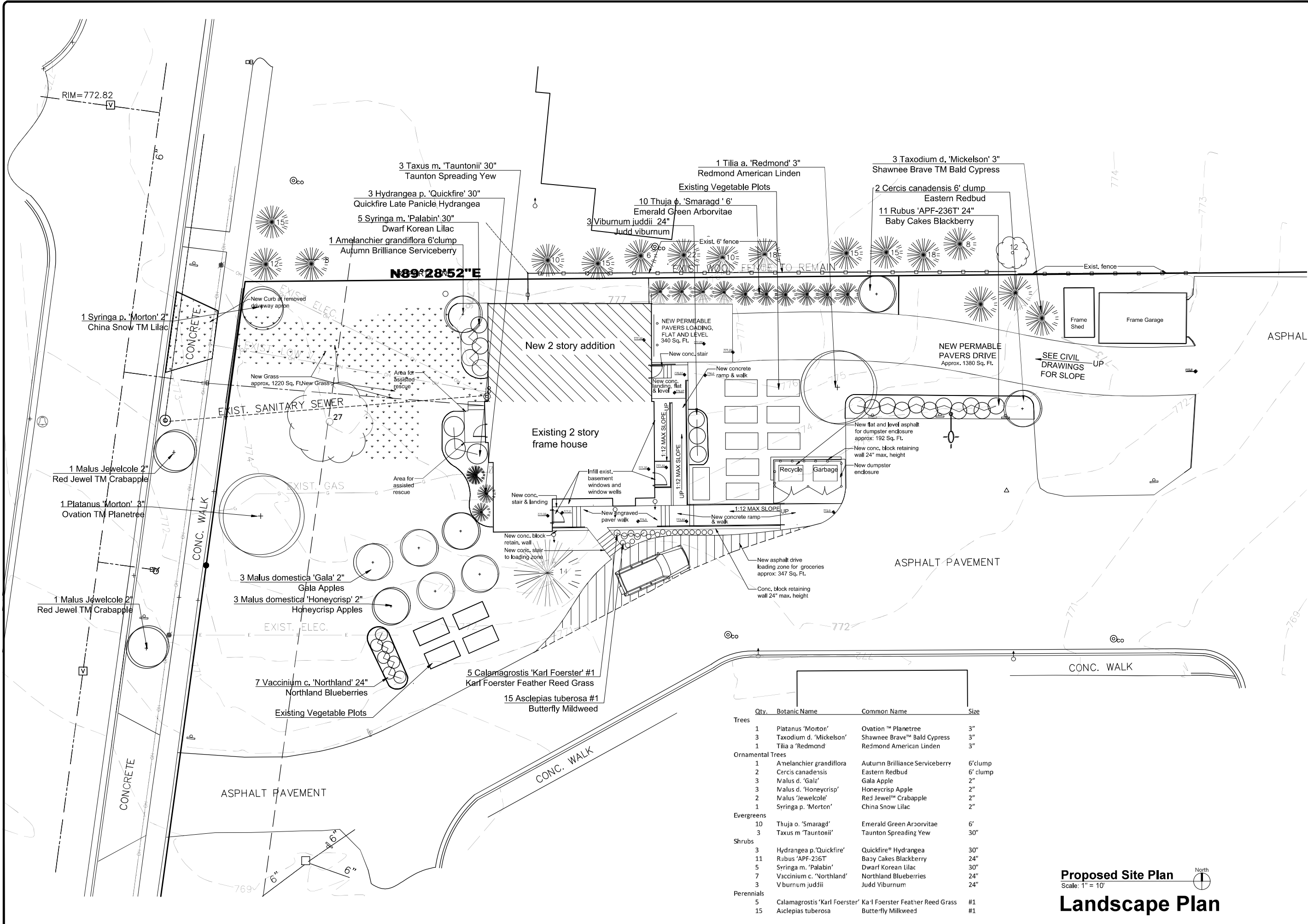
Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
00-06-19	08-23-19	Issued for Budget
01-06-19	08-23-19	Issued for Preliminary Engineering
02-06-19	08-23-19	Issued per Client Request
03-06-19	10-17-19	Issued per Client Request
04-06-19	10-30-19	Revised per Building Department Comments

SEFG No. 119060	SHEET:
Drawn: R.A.M.	A-3
Checked: SEFG	





Qty.	Botanic Name	Common Name	Size
Trees			
1	Platanus 'Morton'	Ovation™ Planetree	3"
3	Taxodium d. 'Mickelson'	Shawnee Brave™ Bald Cypress	3"
1	Tilia a 'Redmond'	Redmond American Linden	3"
Ornamental Trees			
1	Amelanchier grandiflora	Autumn Brilliance Serviceberry	6' clump
2	Cercis canadensis	Eastern Redbud	6' clump
3	Malus d. 'Gala'	Gala Apple	2"
3	Malus d. 'Honeycrisp'	Honeycrisp Apple	2"
2	Malus 'Jewelcole'	Red Jewel™ Crabapple	2"
1	Syringa p. 'Morton'	China Snow Lilac	2"
Evergreens			
10	Thuja o. 'Smaragd'	Emerald Green Arborvitae	6'
3	Taxus m 'Tauntonii'	Taunton Spreading Yew	30"
Shrubs			
3	Hydrangea p. 'Quickfire'	Quickfire® Hydrangea	30"
11	Rubus 'APF-236T'	Baby Cakes Blackberry	24"
5	Syringa m. 'Palabin'	Dwarf Korean Lilac	30"
7	Vaccinium c. 'Northland'	Northland Blueberries	24"
3	Viburnum juddii	Judd Viburnum	24"
Perennials			
5	Calamagrostis 'Karl Foerster'	Ka'l Foerster Feather Reed Grass	#1
15	Asclepias tuberosa	Butterfly Milkweed	#1

Proposed Site Plan
Scale: 1" = 10'

North

Landscape Plan

D.1.f

Susan LB Jacobson
Landscape Architecture
1422 Euclid Avenue
Glen Ellyn, IL 60137
Cell: 630-638-6014
Office: 630-638-1604
Phone: 630-638-1604

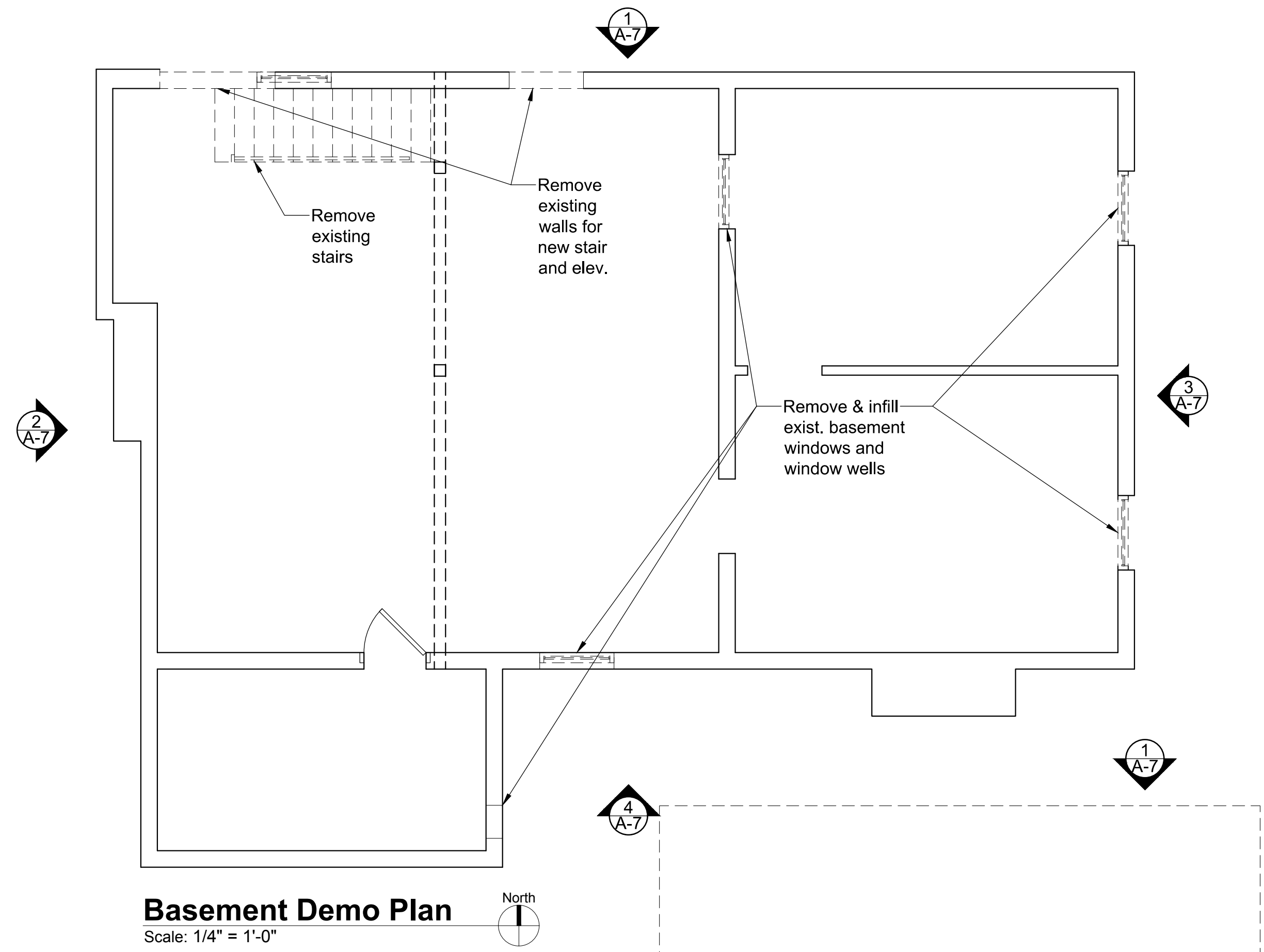
GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

SEFG No.
119060
SHEET:
LA2

Checked:
SLBJ

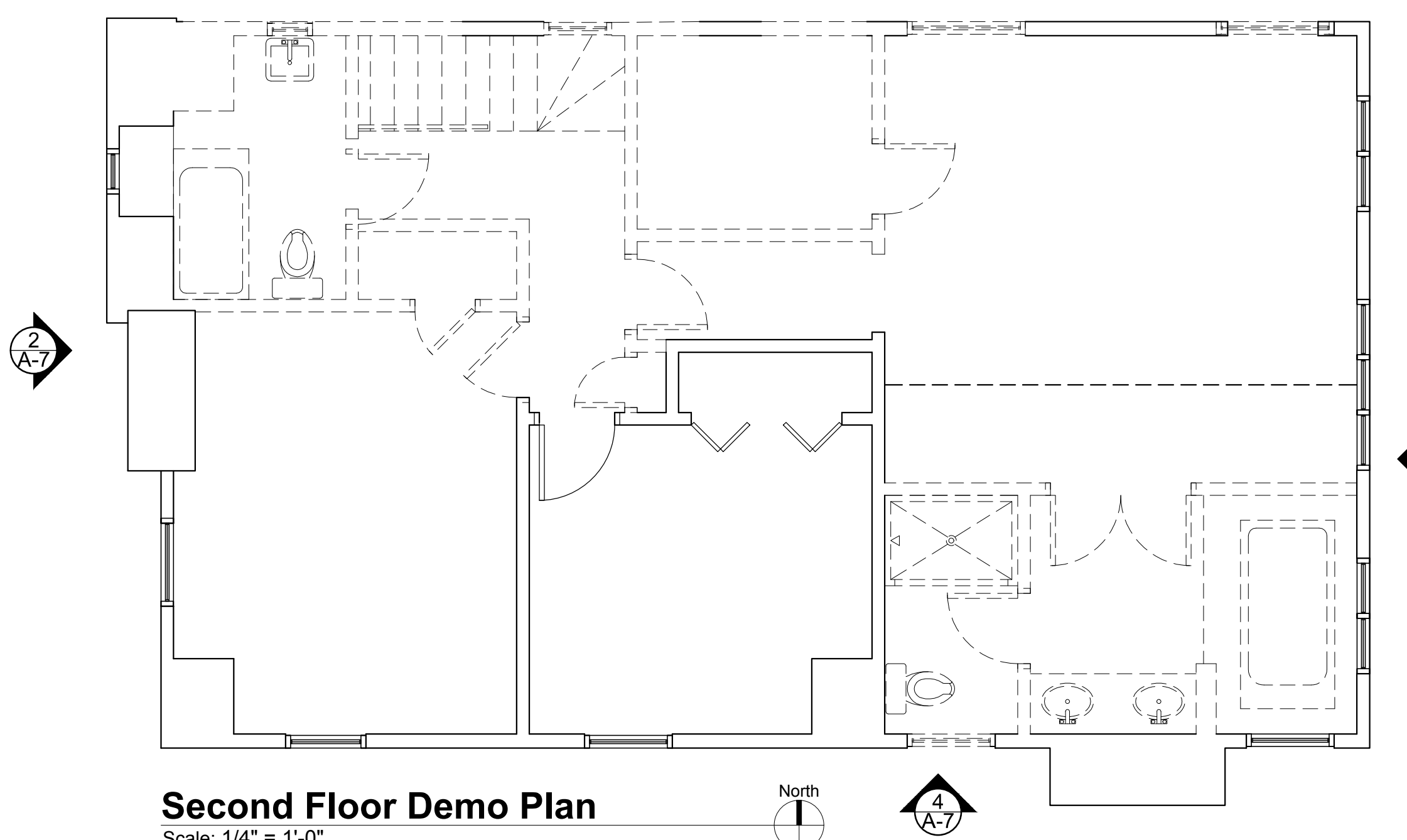
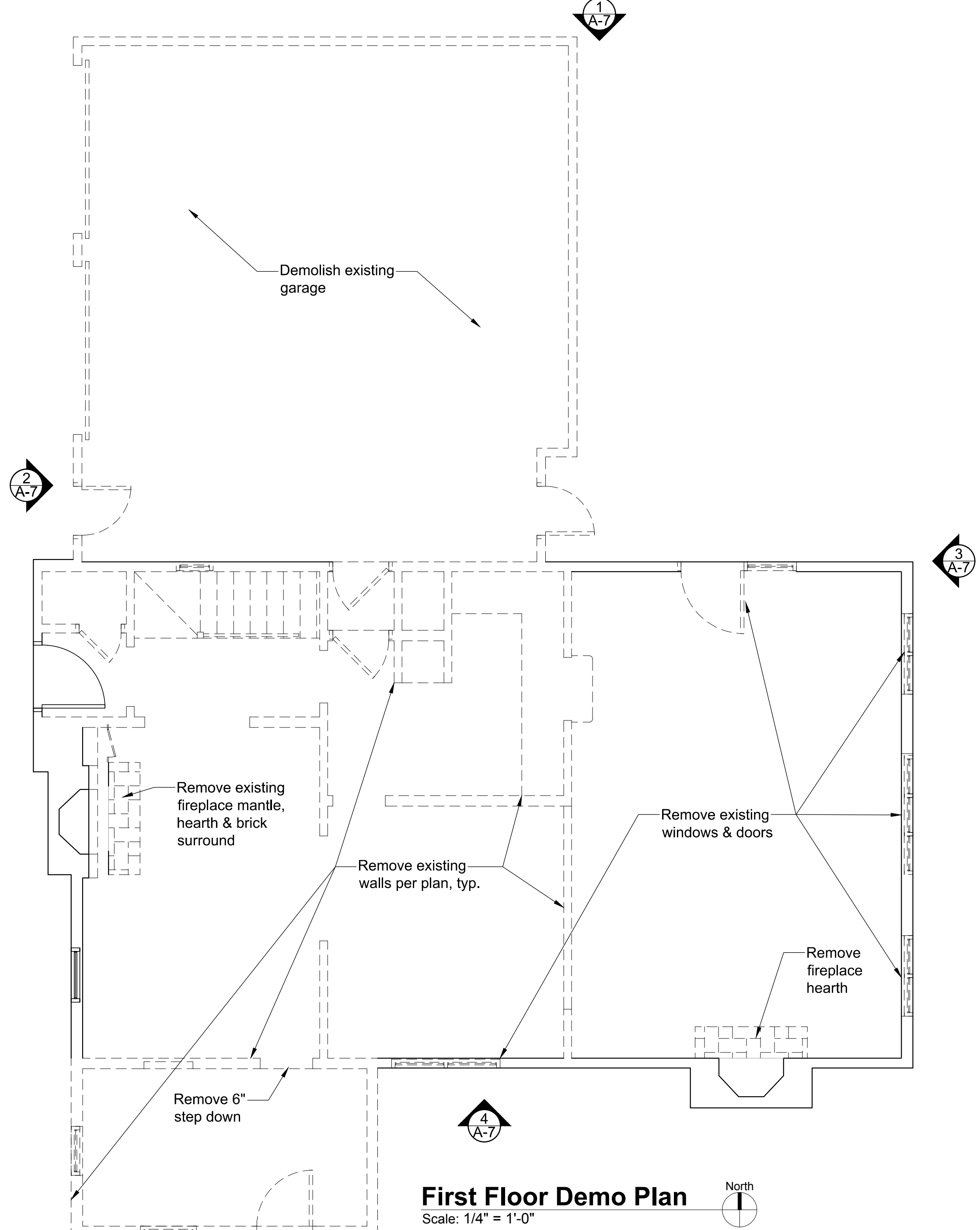
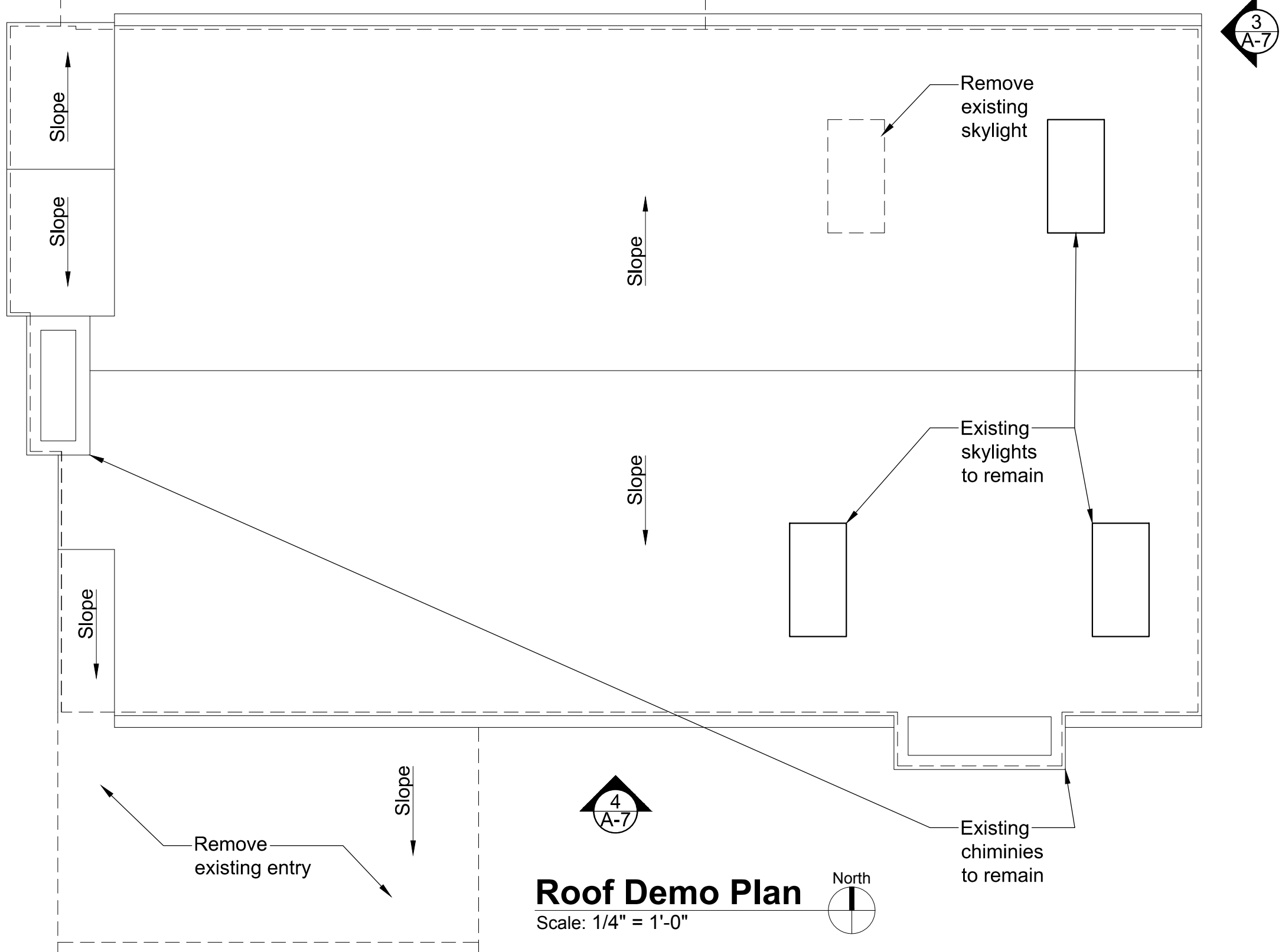
Packet Pg. 29

Attachment: 6. Proposed Landscape Plan (4226 : 41 - 55 N. Park Blvd. - Glen Ellyn Food Pantry - Pre-Application Meeting)



- Demolition Notes:
1. Remove all walls, doors and frames as shown. Dashed lines on Demolition plan represents walls, doors, casework, etc. to be removed. Patch & repair existing adjoining areas to remain.
 2. All demolition shall be performed in a safe and acceptable manner to all authorities having jurisdiction and the owner. Comply with governing regulations pertaining to environmental protection for pollution control.
 3. Contractor shall be responsible for arranging with owner for handling and disposal of construction and demolition materials. Thoroughly clean adjacent areas of dust, dirt and debris caused by demolition work. Construction debris and refuse containment shall be required for all job sites. Combustible debris, rubbish and waste material shall be removed from buildings at end of each work shift.
 4. The contractor shall verify all conditions and dimensions within the contract limits and notify the owner immediately in writing of any deviation.
 5. Disconnect and remove electric and telephone outlets in walls being demolished.
 6. Cap all plumbing piping associated with elements being removed.
 7. Any temporary heating units shall be listed and installed per code requirements.
 8. Smoking shall be prohibited within the demolition/construction site.
 9. Hazardous material note: contractor shall stop work and inform owner immediately in writing of any hazardous material encountered or thought to be hazardous material. The owner, after receiving written notice shall instruct contractor on how to proceed.
 10. Maintain access to exits and exit stairs at all times, fire alarm and carbon monoxide detection system shall remain operational at all times.
 11. Existing walls to be patched as required for smooth even finish. In addition, patch walls as required at areas of demolition to match adjacent finish and materials.
 12. Remove exist. ductwork as needed for new mechanical system.
 13. Disconnect and remove exist. furnaces in basement.
 14. DO NOT SCALE DRAWINGS.

Note: Exist. roof to remain.



Sara E.F. Gensburg, Ltd.
Architecture/Design
105 Revere Drive - Suite G
Northbrook, IL 60062
Fax: (847) 715-9681
Phone: (847) 715-9591

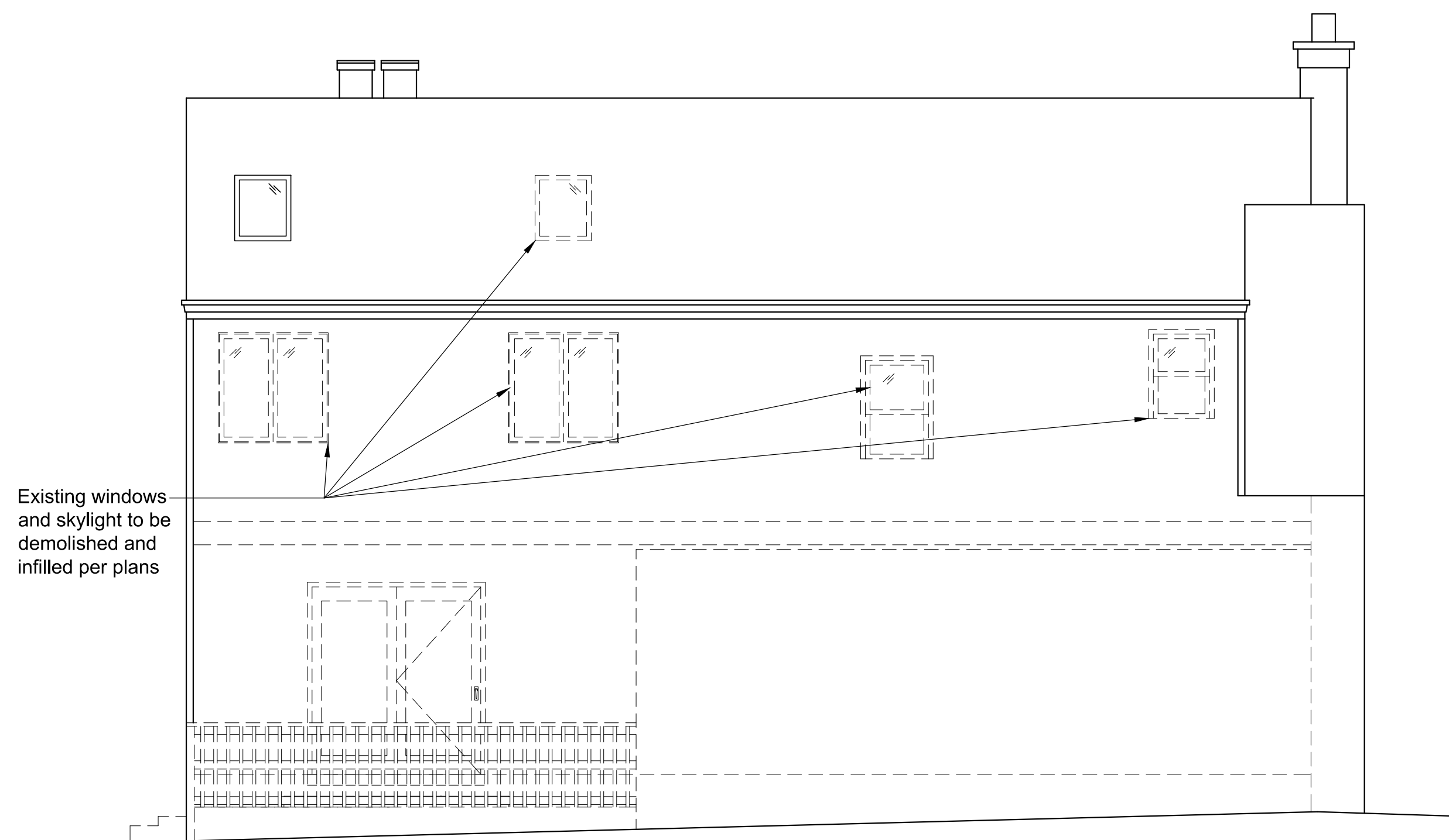
GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
1	08-05-19	Issued for Budget
2	08-29-19	Issued for Preliminary Engineering
3	09-16-19	Issued per Client Request
4	10-17-19	Issued per Client Request
5	10-30-19	Revised per Building Department Comments

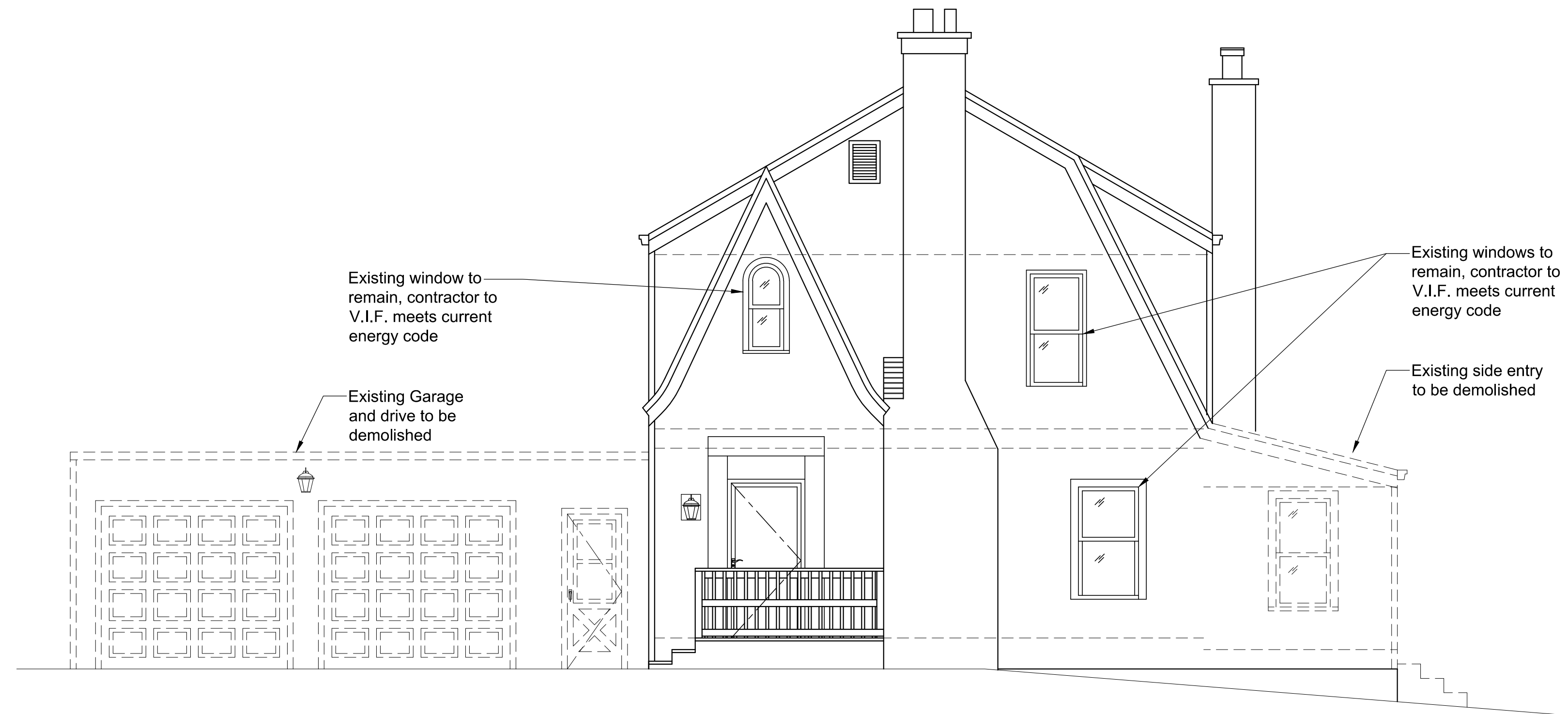
SEFG No. 119060	SHEET: A-4
Drawn: R.A.M.	
Checked: S.E.F.G.	
Date: 10-30-19	Sheet 4 of 9

Packet Pg. 30

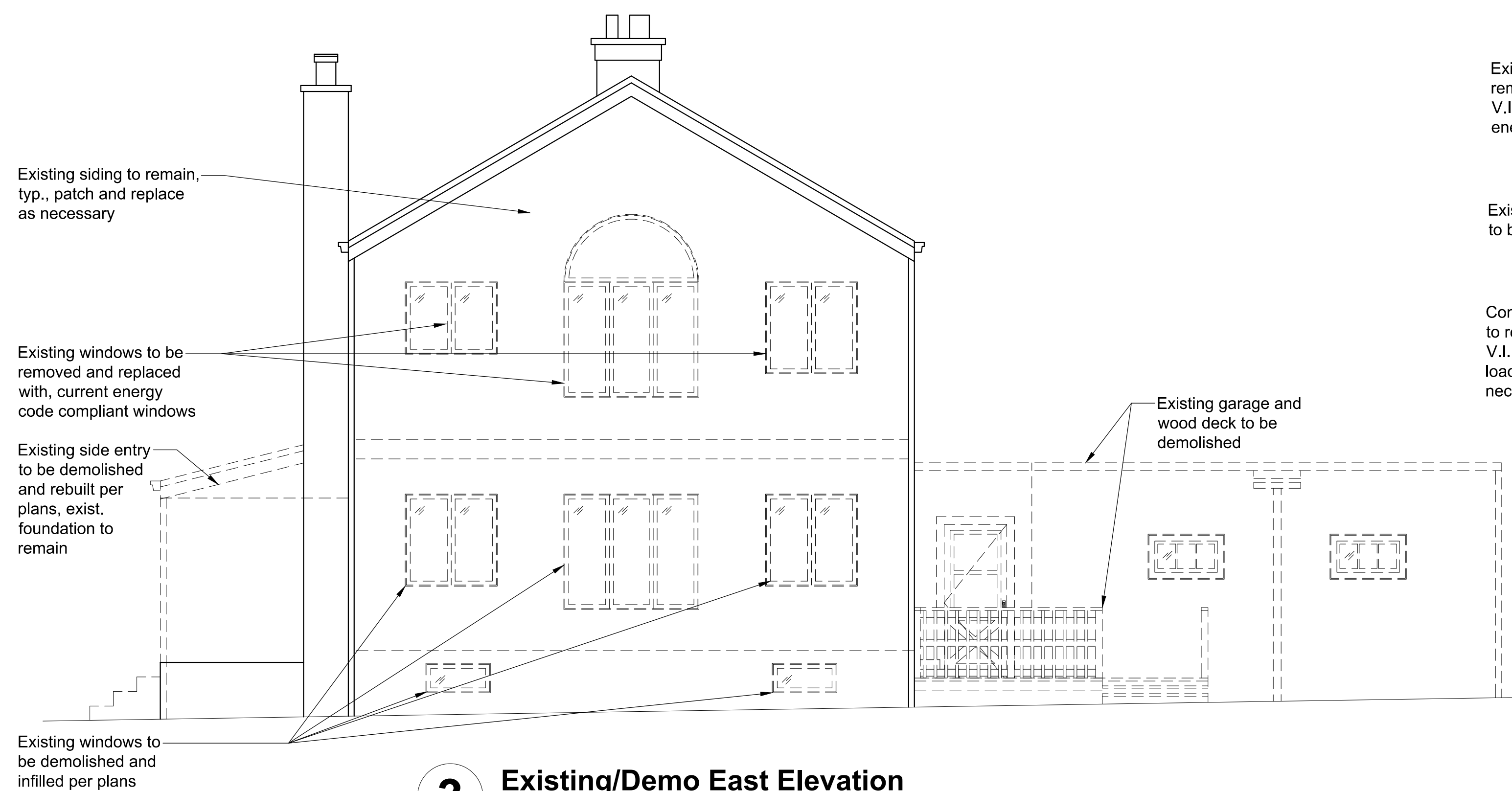
Sara E.F. Gensburg, Ltd.
 Architecture/Design
 105 Revere Drive - Suite G
 Northbrook, IL 60062
 Fax: (847) 715-9881
 Phone: (847) 715-9591



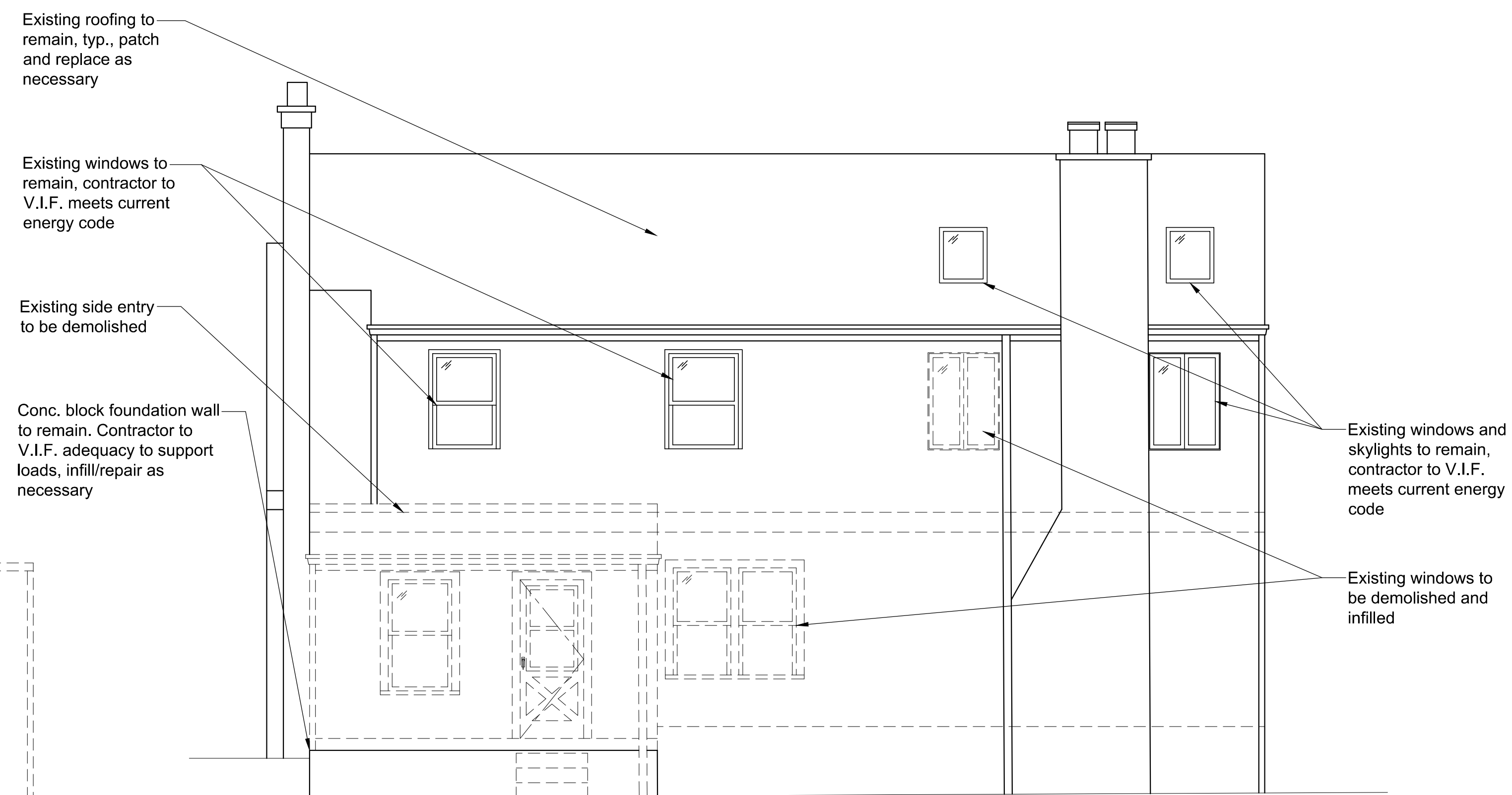
1 Existing/Demo North Elevation
 Scale: 1/4" = 1'-0"



2 Existing/Demo West Elevation
 Scale: 1/4" = 1'-0"



3 Existing/Demo East Elevation
 Scale: 1/4" = 1'-0"

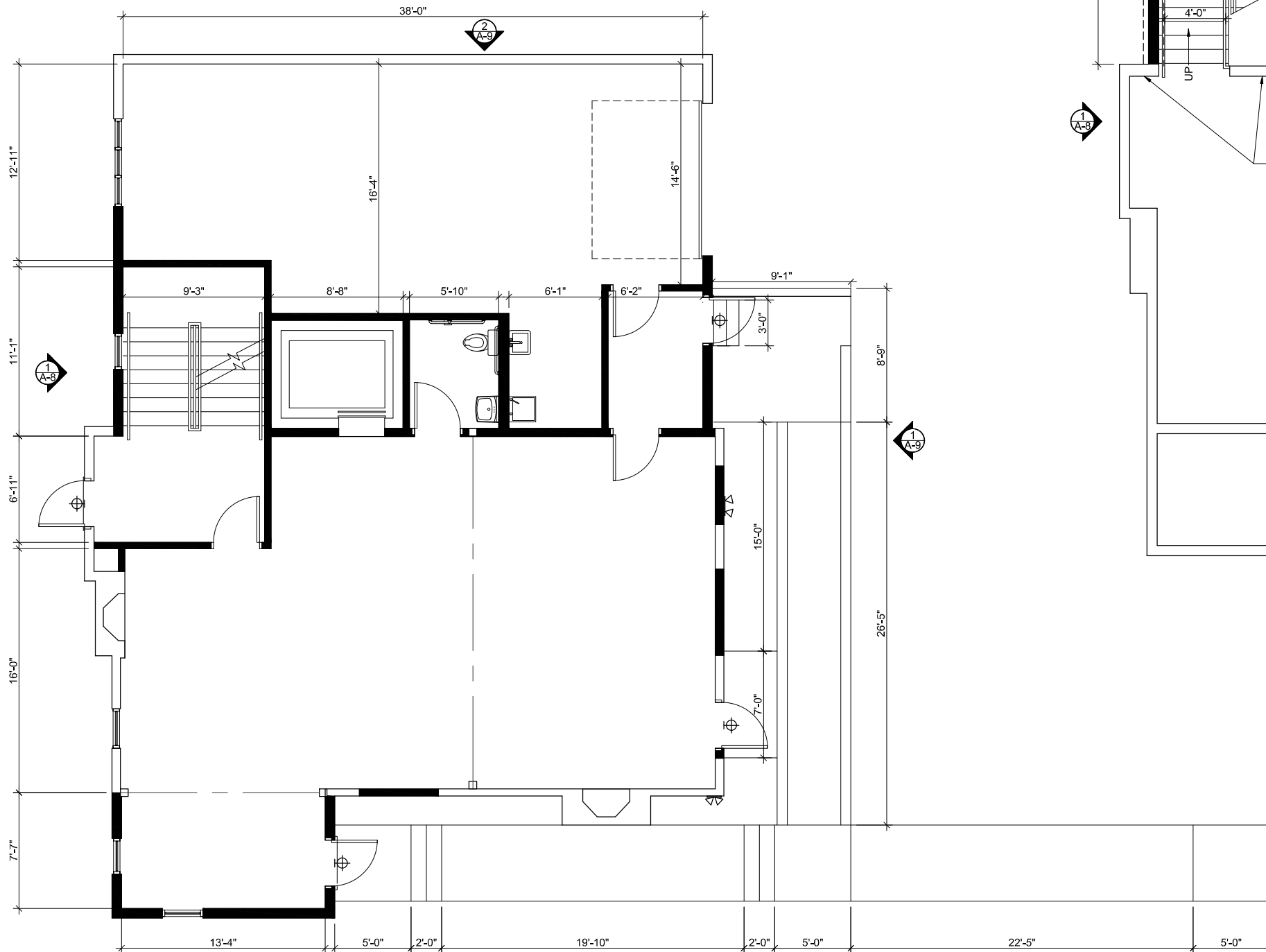


4 Existing/Demo South Elevation
 Scale: 1/4" = 1'-0"

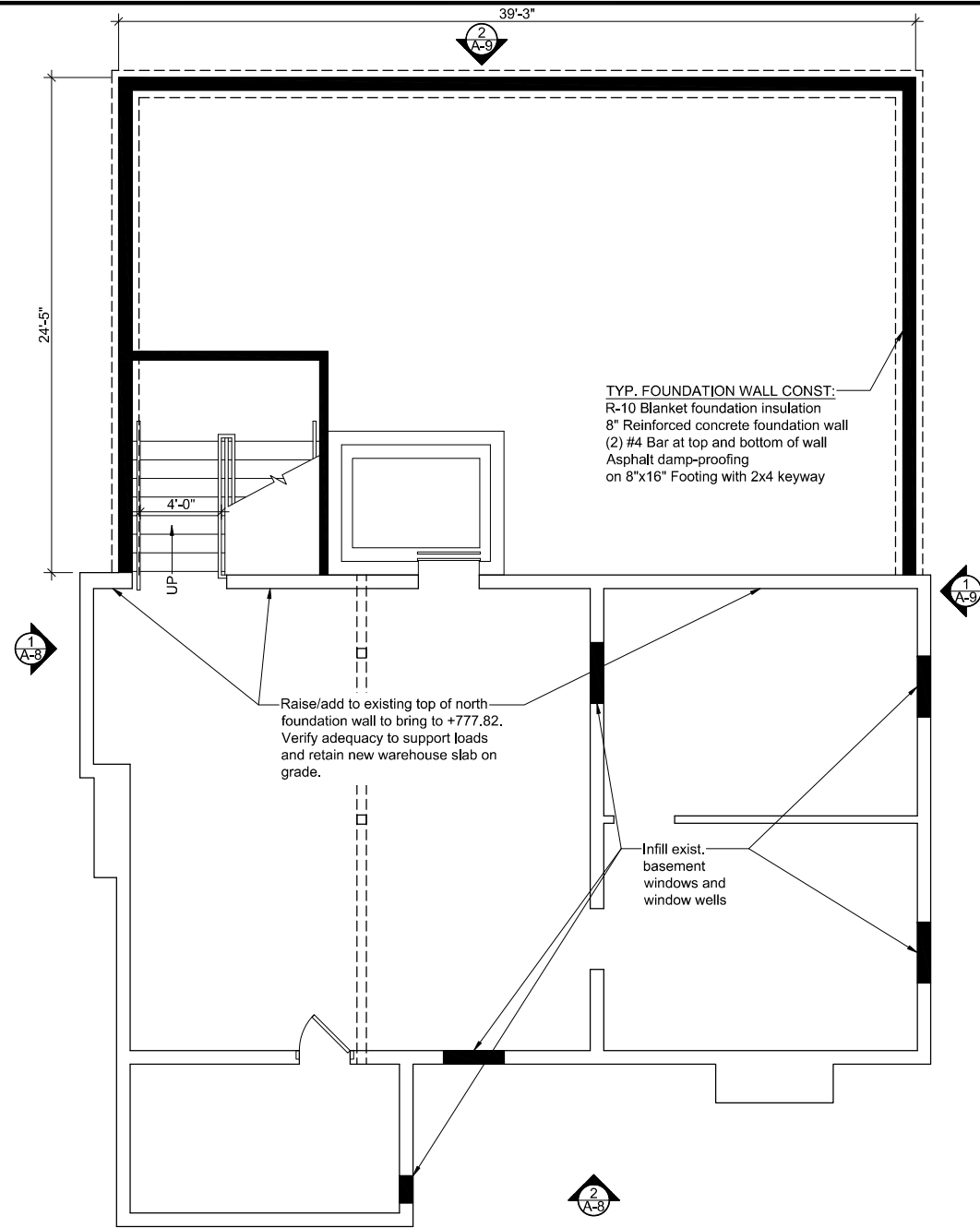
GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
1	08-05-19	Issued for Budget
2	08-26-19	Issued for Preliminary Engineering
3	09-16-19	Issued per Client Request
4	10-17-19	Issued per Client Request
5	10-30-19	Revised per Building Department Comments

SEFG No. 119060	SHEET:
Drawn: R.A.M.	A-7
Checked: S.E.F.G.	
Date: 10-30-19	Sheet 7 of 9



Proposed First Floor Plan
Scale: 1/4" = 1'-0"



Proposed Foundation/Basement Floor Plan
Scale: 1/4" = 1'-0"

TYP. FOUNDATION WALL CONST:
R-10 Blanket foundation insulation
8" Reinforced concrete foundation wall
(2) #4 Bar at top and bottom of wall
Asphalt damp-proofing
on 8"x16" Footing with 2x4 keyway

Raise/add to existing top of north
foundation wall to bring to +777.82.
Verify adequacy to support loads
and retain new warehouse slab on
grade.

Infill exist.
basement
windows and
window wells

Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
-	08-08-19	Issued for Budget
-	08-29-19	Issued for Preliminary Engineering
-	08-16-19	Issued per Client Request
-	10-17-19	Issued per Client Request
-	10-30-19	Revised per Building Department Comments

SEFG No.
119060

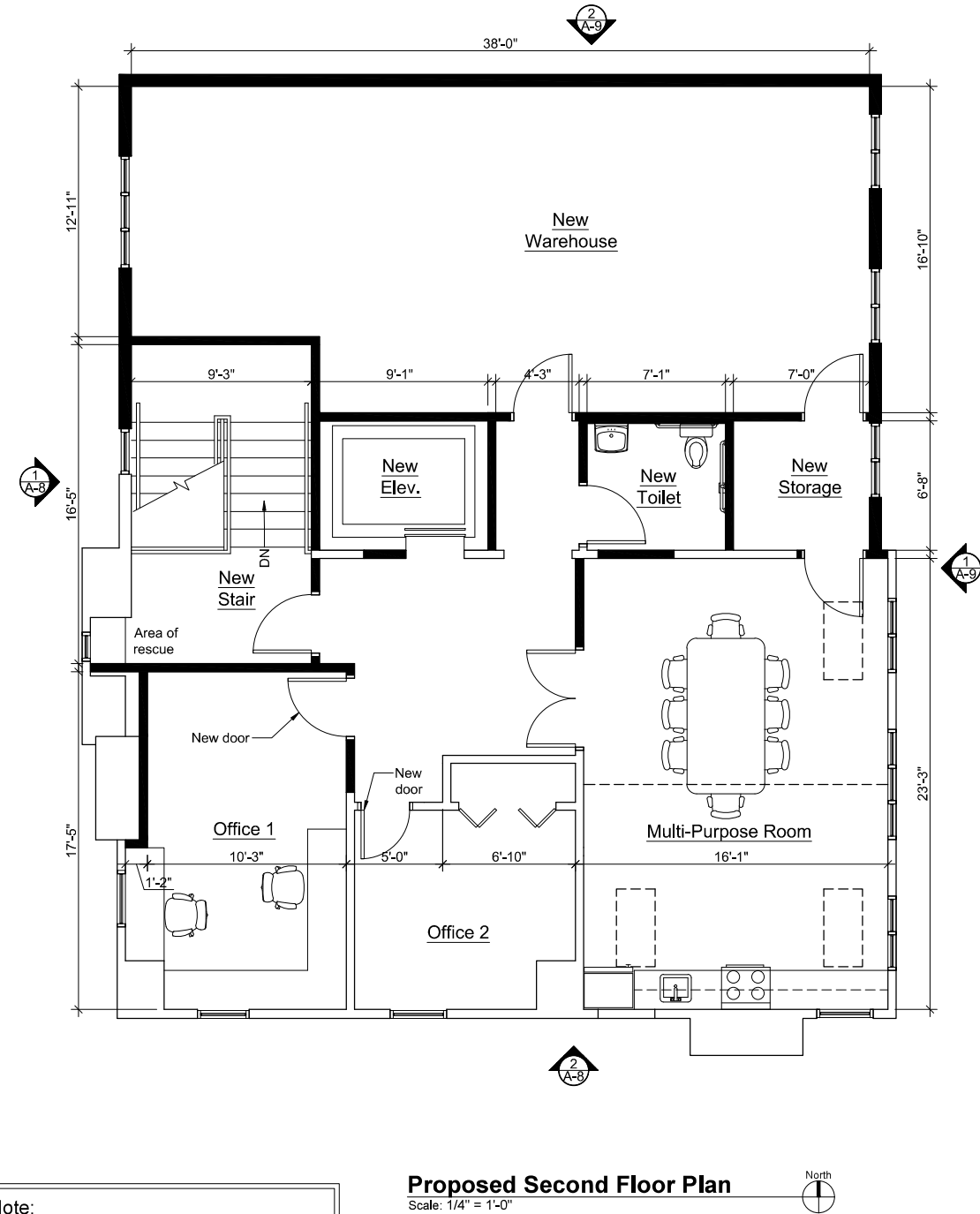
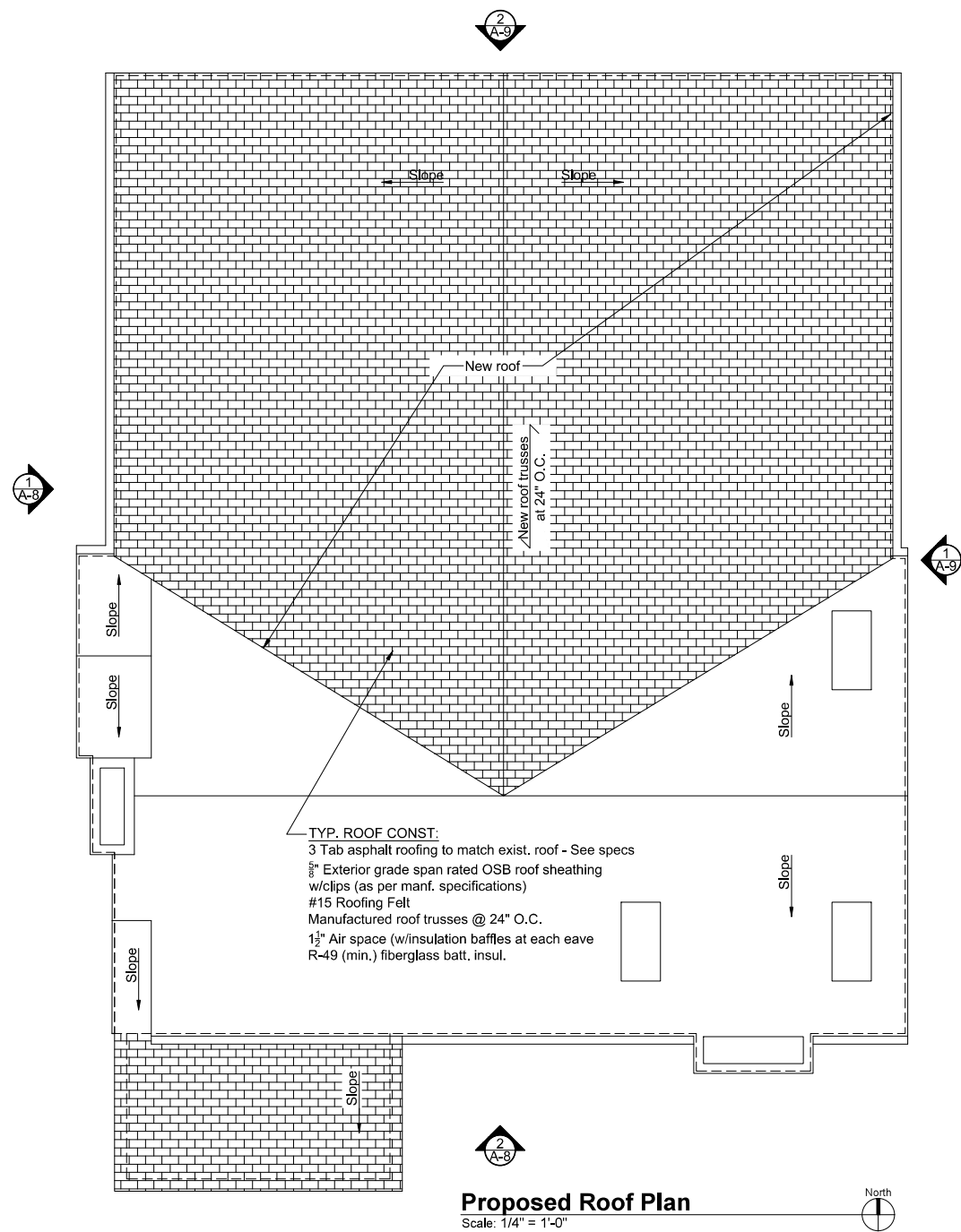
Drawn:
R.A.M.

Checked:
S.F.G.

SHEET:
A-5

Packet Pg. 32

Attachment: 8. Proposed Floor Plan - Basement and 1st Floor (4226 : 41 - 55 N. Park Blvd. - Glen Ellyn Food Pantry - Pre-Application Meeting)



Occupancy Note:
Post required sign stating "NO MORE THAN 29
PEOPLE ALLOWED ON 2ND FLOOR"

No.	Date:	Issued:
-	06-06-19	Issued for Budget
-	06-29-19	Issued for Preliminary Engineering
-	08-16-19	Issued per Client Request
-	10-17-19	Issued per Client Request
-	10-30-19	Revised per Building Department Comments

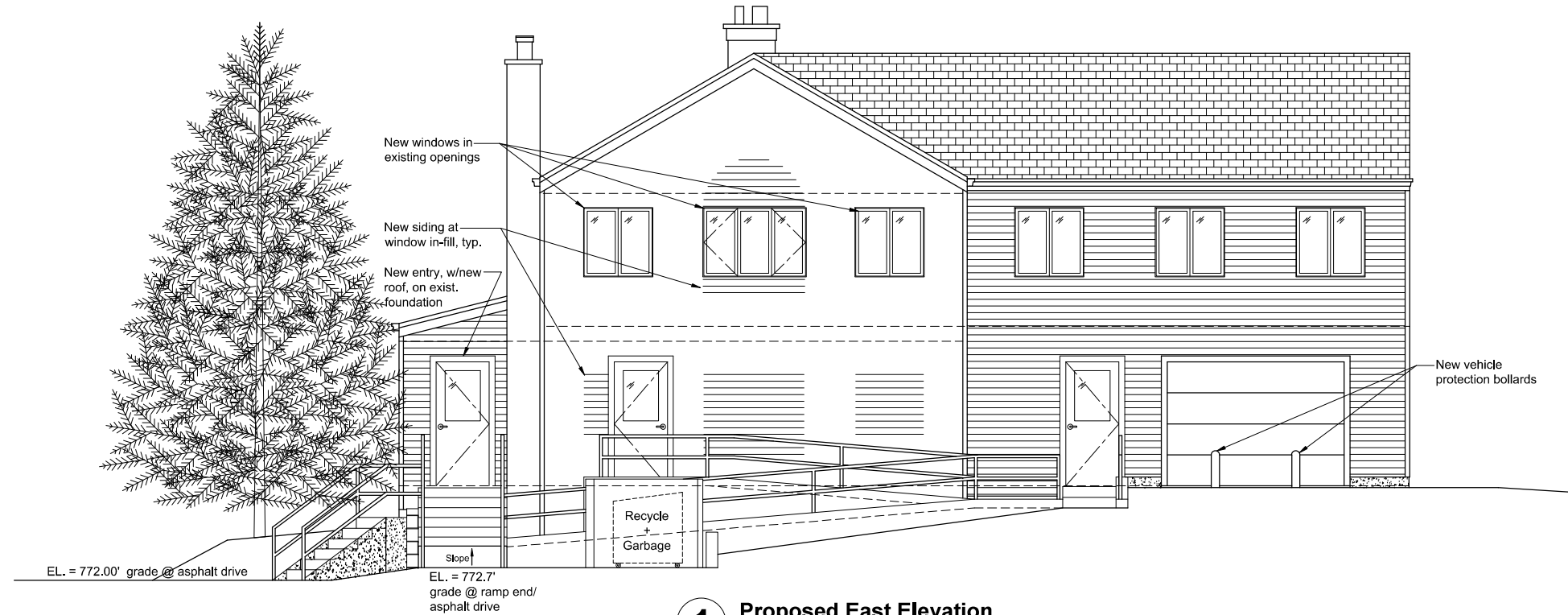
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Drawn: R.A.M.	
Checked: S.E.G.	

Packet Pg. 33

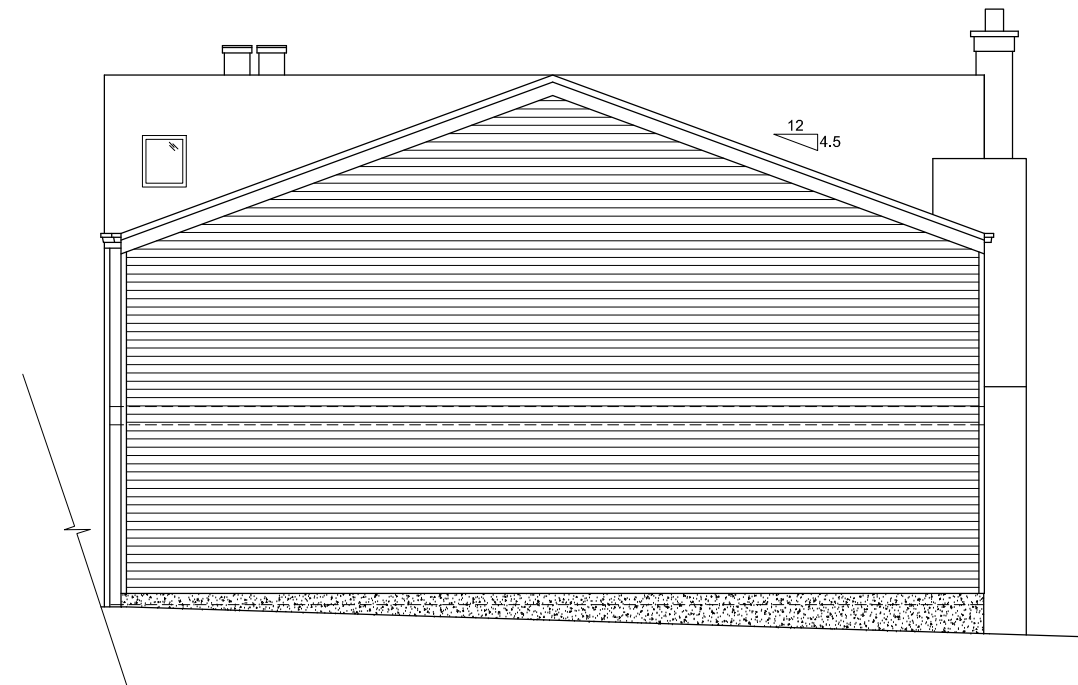
GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

D.1.i



1 Proposed East Elevation
Scale: 1/4" = 1'-0"



2 Proposed North Elevation
Scale: 1/4" = 1'-0"

Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

**GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137**

No.	Date:	Issued:
-	05-08-19	Issued for Budget
-	05-29-19	Issued for Preliminary Engineering
-	08-16-19	Issued per Client Request
-	10-17-19	Issued per Client Request
-	10-30-19	Revised per Building Department Comments

SEFG No. 119060	SHEET:
Drawn: R.A.M.	A-9
Checked: SEFG	

Sara E.F. Gensburg, Ltd.
Architecture/Design Suite G
105 Revere Drive
Northbrook, IL 60062
Fax: (847) 715-9581
Phone: (847) 715-9591

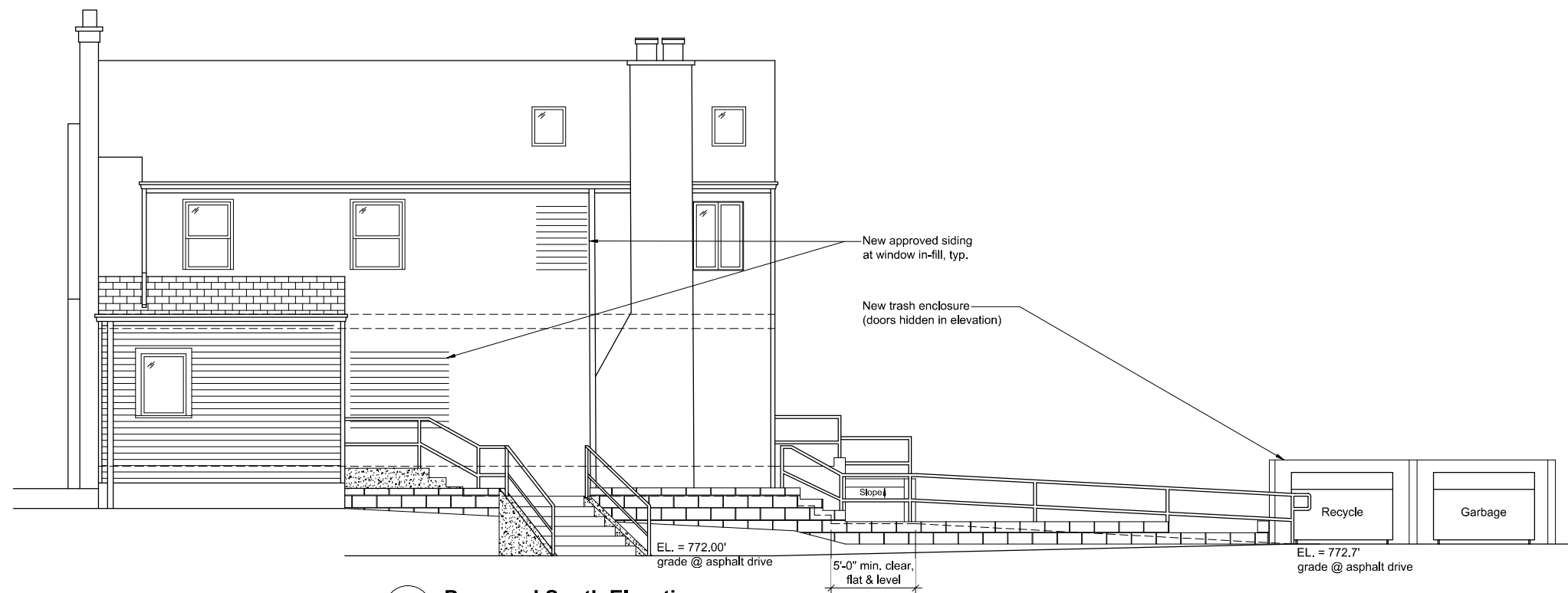
GLEN ELLYN FOOD PANTRY
55 PARK BLVD.
GLEN ELLYN, ILLINOIS 60137

No.	Date:	Issued:
05-06-19	05-23-19	Issued for Budget
-	-	Issued for Preliminary Engineering
06-16-19	06-16-19	Issued per Client Request
10-17-19	10-17-19	Issued per Client Request
10-30-19	10-30-19	Revised per Building Department Comments

SEFG No. 119060	SHEET:
Drawn: R.A.M.	A-8
Checked: SEFG	



1 Proposed West Elevation
Scale: 1/4" = 1'-0"



2 Proposed South Elevation
Scale: 1/4" = 1'-0"

NOTICE OF PRE-APPLICATION MEETING

Paula Nugent, President of the Glen Ellyn Food Pantry, is requesting a pre-application meeting with the Glen Ellyn Plan Commission to discuss conceptual plans for the potential adaptive reuse of an existing single family home on the property located at 41-55 N. Park Boulevard. The existing single family home is owned by the Faith Evangelical Lutheran Church, which is immediately to the south. The petitioner is proposing to convert the existing single family home into a food pantry. The conversion includes the partial demolition and replacement of the attached garage with an addition to the existing structure. The subject property is located on the east side of N. Park Boulevard, immediately to the south of the intersection with Maiden Lane. No formal application has been submitted to the Village and the purpose of the meeting is to give the petitioner an opportunity to receive informal feedback from the Plan Commission on a conceptual proposal prior to designing detailed plans for formal review by the Village.

The Glen Ellyn Plan Commission will conduct a pre-application meeting on **Thursday, November 14, 2019 at 7:00 p.m.**, in the Galligan Board Room on the third floor of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois.

All persons who are interested are invited to attend the pre-application meeting to listen and be heard. Plans related to the proposed development are available for public review at any time prior to or after the Plan Commission meeting in the Community Development Department of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the project should be directed to Katie Ashbaugh, Planner, (630) 547-5249.

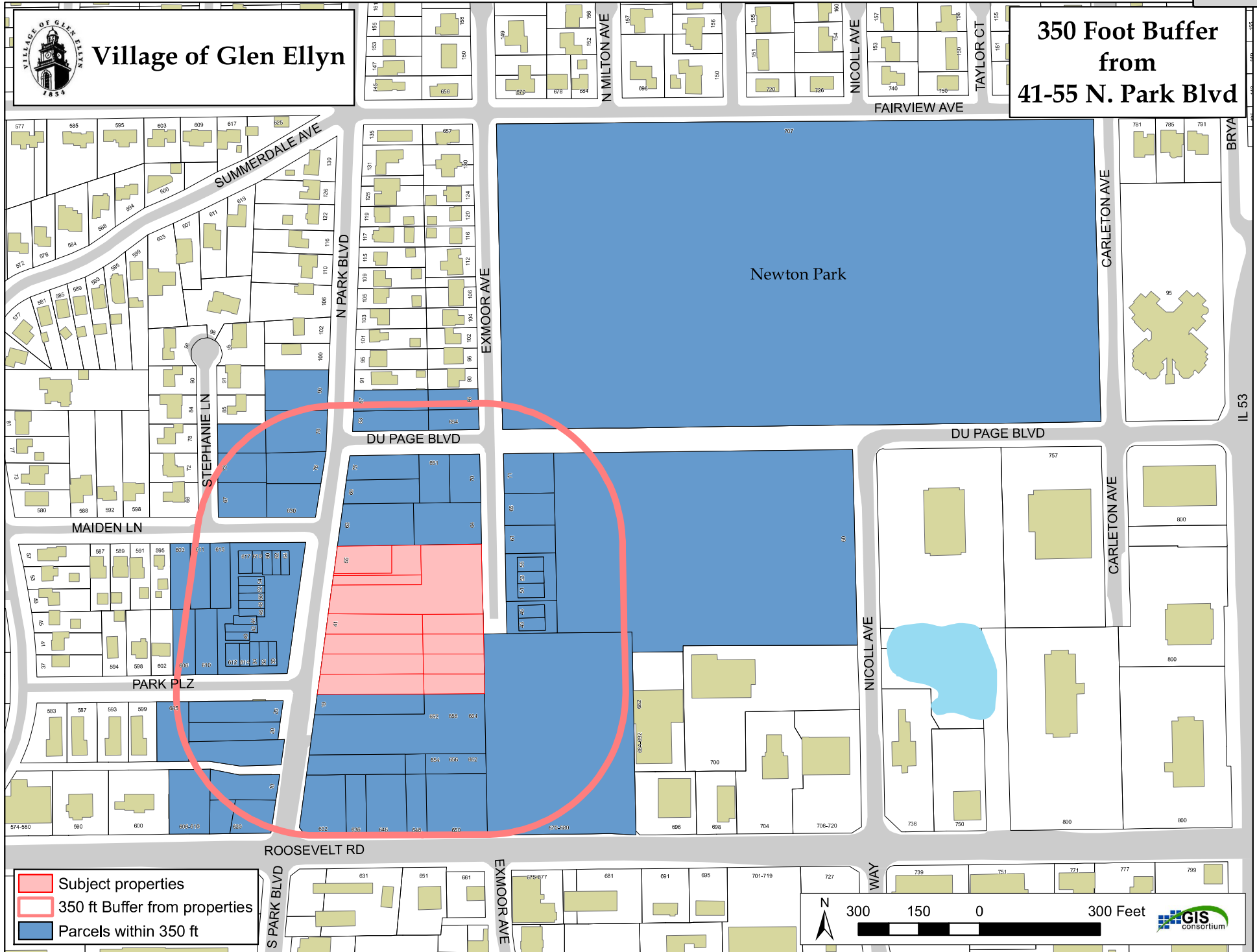
Individuals with disabilities who plan to attend the meeting and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact Brian Baltudis at (630) 547-5209 at least 24 hours in advance of the meeting.

Katie Ashbaugh
Planner
Village of Glen Ellyn



Village of Glen Ellyn

**350 Foot Buffer
from
41-55 N. Park Blvd**



65 EXMOOR AVE GLEN ELLYN
OR CURRENT PROPERTY OWNER
100 W 22ND ST 109
LOMBARD, IL 60148

BOCHENSKI, JOSEPH T
OR CURRENT PROPERTY OWNER
76 N PARK BLVD
GLEN ELLYN, IL 60137

BUTTON, VICTORIA R
OR CURRENT PROPERTY OWNER
42 N PARK BLVD
GLEN ELLYN, IL 60137

DAVIS, PEYTON & MARY
OR CURRENT PROPERTY OWNER
615 MAIDEN LN
GLEN ELLYN, IL 60137

DOUGH MGMT INC
OR CURRENT PROPERTY OWNER
944 ENTERPRISE DR
MOKENA, IL 60448

GALIGA, MICHAEL & JEANNE
OR CURRENT PROPERTY OWNER
61 EXMOOR ST
GLEN ELLYN, IL 60137

GROSS, ALLISON A
OR CURRENT PROPERTY OWNER
73 STEPHANIE LN
GLEN ELLYN, IL 60137

HENRY, MARC E
OR CURRENT PROPERTY OWNER
64 N PARK BLVD
GLEN ELLYN, IL 60137

KATES, PETER T
OR CURRENT PROPERTY OWNER
32 N PARK BLVD
GLEN ELLYN, IL 60137

KIEL, DAVID & JILL
OR CURRENT PROPERTY OWNER
90 N PARK BLVD
GLEN ELLYN, IL 60137

BIGGUS, GILBERT
OR CURRENT PROPERTY OWNER
654 DU PAGE AVE
GLEN ELLYN, IL 60137

BROOKDALE LIVING COMM
OR CURRENT PROPERTY OWNER
515 N STATE ST 1750
CHICAGO, IL 60654

CARR, CHRISTOPHER D
OR CURRENT PROPERTY OWNER
630 MAIDEN LN
GLEN ELLYN, IL 60137

DE FOREST, MARTHA C
OR CURRENT PROPERTY OWNER
55 EXMOOR AVE
GLEN ELLYN, IL 60137

FAITH EVANGELICL LUTHERAN
OR CURRENT PROPERTY OWNER
41 N PARK BLVD
GLEN ELLYN, IL 60137

GLEN ELLYN PARK DENTAL LL
OR CURRENT PROPERTY OWNER
564 WILLIAMSBURGH RD
GLEN ELLYN, IL 60137

HAMILTON, STEVE
OR CURRENT PROPERTY OWNER
2S477 MADISON AVE
WARRENVILLE, IL 60555

IAVARONE TR, MARIA G
OR CURRENT PROPERTY OWNER
606 PARK PLAZA
GLEN ELLYN, IL 60137

KAVNER, CHARYL A
OR CURRENT PROPERTY OWNER
40 N PARK BLVD
GLEN ELLYN, IL 60137

KUEHN, KAROL
OR CURRENT PROPERTY OWNER
614 PARK PLAZA
GLEN ELLYN, IL 60137

BLACKBURN, SALLY
OR CURRENT PROPERTY OWNER
612 PARK PLAZA
GLEN ELLYN, IL 60137

BUTTERMILK HONEY LLC
OR CURRENT PROPERTY OWNER
110 N YORK RD
ELMHURST, IL 60126

DAVEY, LESLIE
OR CURRENT PROPERTY OWNER
617 MAIDEN LN
GLEN ELLYN, IL 60137

DJANGI, NANCY T
OR CURRENT PROPERTY OWNER
51 N EXMOOR AVE
GLEN ELLYN, IL 60137

FRIDMAN, DMITRIY
OR CURRENT PROPERTY OWNER
1323 DRYDEN CT
NAPERVILLE, IL 60564

GLEN ELLYN PARK DIST
OR CURRENT PROPERTY OWNER
185 SPRING AVE
GLEN ELLYN, IL 60137

HEMKENDREIS, DIETER & C
OR CURRENT PROPERTY OWNER
619 MAIDEN LN
GLEN ELLYN, IL 60137

JOHNSON, HUGH & KAREN
OR CURRENT PROPERTY OWNER
71 EXMOOR AVE
GLEN ELLYN, IL 60137

KEATING, KAREN
OR CURRENT PROPERTY OWNER
52 N PARK BLVD
GLEN ELLYN, IL 60137

LIPINSKI, BRIAN & DOROTHY
OR CURRENT PROPERTY OWNER
83 N PARK BLVD
GLEN ELLYN, IL 60137

MADISON CORP GROUP
OR CURRENT PROPERTY OWNER
650 ROOSEVELT RD 204
GLEN ELLYN, IL 60137

MC CLEARY, LINDA L
OR CURRENT PROPERTY OWNER
44 N PARK BLVD
GLEN ELLYN, IL 60137

MILLER, MICHAEL T
OR CURRENT PROPERTY OWNER
53 EXMOOR AVE
GLEN ELLYN, IL 60137

O CONNOR, COURTNEY
OR CURRENT PROPERTY OWNER
48 N PARK BLVD
GLEN ELLYN, IL 60137

PATTEN, DELORES ET AL
OR CURRENT PROPERTY OWNER
51 N EXMOOR AVE
GLEN ELLYN, IL 60137

PICKWICK ASSOCIATES LTD
OR CURRENT PROPERTY OWNER
PO BOX 542
WINNETKA, IL 60093

PREWETT, ROBERT H
OR CURRENT PROPERTY OWNER
636 ROOSEVELT RD
GLEN ELLYN, IL 60137

REJAMAN, TODD
OR CURRENT PROPERTY OWNER
54 N PARK BLVD
GLEN ELLYN, IL 60137

TAJAK, RUSSELL & ELIZABETH
OR CURRENT PROPERTY OWNER
30 N PARK BLVD
GLEN ELLYN, IL 60137

VENZON, TIMOTHY & TERESA
OR CURRENT PROPERTY OWNER
610 PARK PLAZA
GLEN ELLYN, IL 60137

MADISON CORP GROUP EILERS
OR CURRENT PROPERTY OWNER
530 CHERRY ST
WINNETKA, IL 60093

MC HALE, MATTHEW & E A
OR CURRENT PROPERTY OWNER
69 PARK BLVD
GLEN ELLYN, IL 60137

MORGAN, J & K WIGLE
OR CURRENT PROPERTY OWNER
64 EXMOOR AVE
GLEN ELLYN, IL 60137

OLB LLC
OR CURRENT PROPERTY OWNER
110 N YORK RD
ELMHURST, IL 60126

PICKWICK ASSOC LTD PART
OR CURRENT PROPERTY OWNER
650 ROOSEVELT RD
GLEN ELLYN, IL 60137

POEPEL, ROGER & SARAH
OR CURRENT PROPERTY OWNER
67 STEPHANIE LN
GLEN ELLYN, IL 60137

QUICK, JERALD L
OR CURRENT PROPERTY OWNER
60 N PARK BLVD
GLEN ELLYN, IL 60137

RENK, RICHARD & MARILYN
OR CURRENT PROPERTY OWNER
651 DU PAGE BLVD
GLEN ELLYN, IL 60137

TATLOCK, J R & J A ROSNER
OR CURRENT PROPERTY OWNER
46 N PARK BLVD
GLEN ELLYN, IL 60137

WALLRODT, CHARLES E
OR CURRENT PROPERTY OWNER
78 N PARK BLVD
GLEN ELLYN, IL 60137

MARKAY, DALE & SHERYL
OR CURRENT PROPERTY OWNER
86 EXMOOR AVE
GLEN ELLYN, IL 60137

MEYER, WENDELL L & THERESA
OR CURRENT PROPERTY OWNER
70 EXMOOR AVE
GLEN ELLYN, IL 60137

NEUHART, LYNN A & KAREN A
OR CURRENT PROPERTY OWNER
87 N PARK BLVD
GLEN ELLYN, IL 60137

PARK COURT ASSN INC
OR CURRENT PROPERTY OWNER
30 N PARK BLVD
GLEN ELLYN, IL 60137

PICKWICK ASSOCIATES
OR CURRENT PROPERTY OWNER
650 ROOSEVELT RD 204
GLEN ELLYN, IL 60137

PORTER, HOBART & RUTH
OR CURRENT PROPERTY OWNER
440 MONUMENT VIEW LN
LAKESIDE MARBLE, OH 43440

REILLEY, E & E WEBB JR
OR CURRENT PROPERTY OWNER
62 N PARK BLVD
GLEN ELLYN, IL 60137

SAMSON, WILLIAM & MALLORY
OR CURRENT PROPERTY OWNER
603 MAIDEN LN
GLEN ELLYN, IL 60137

THOMAS, BRUCE E
OR CURRENT PROPERTY OWNER
63 N PARK BLVD
GLEN ELLYN, IL 60137

WEBSTER, MICHAEL E
OR CURRENT PROPERTY OWNER
1730 PARK ST 220
NAPERVILLE, IL 60563

WHELTON, SALLY A
OR CURRENT PROPERTY OWNER
34 N PARK BLVD
GLEN ELLYN, IL 60137

WILLIAMS, PAUL
OR CURRENT PROPERTY OWNER
43 EXMOOR AVE
GLEN ELLYN, IL 60137

WILLIAMS, PAUL D
OR CURRENT PROPERTY OWNER
45 EXMOOR AVE
GLEN ELLYN, IL 60137

WINTERSTEEN, SCOTT & ERIN
OR CURRENT PROPERTY OWNER
75 N PARK BLVD
GLEN ELLYN, IL 60137

CLEAR PAGE

Application for Commission Pre-Application Meeting

The purpose of a pre-application meeting is to receive preliminary comments for a proposal before detailed plans are developed and a formal application is submitted.

RECEIVED

OCT 21 2019

VILLAGE OF GLEN ELLYN

I. APPLICATION INFORMATION:

- A. Date Filed: _____
- B. Project Name: GEAP
- C. Project Description: Remodel & Const. of a new food pan
- D. Address of Property: 55 N. Park, Glen Ellyn, IL 60137
- E. Permanent Index No: _____ Zoning: _____
- F. Name of Applicant: Paula Nugent Pres- For the Glen Ellyn Food
- G. Address of Applicant: 715 Citation Cr. 493 Forest Ave
Wheaton, IL 60181 Glen Ellyn, IL 60137
- H. Phone No. (Business): 630.469.8668 (Home) 630.668.1292
- I. Fax No. (Business): 630.668.1450 (Mobile) 630.247.1494
- J. E-mail Address of Applicant: serfling@comcast.net
- K. Name of Property Owner: FAITH EVANGELICAL Lutheran Church.
- L. Address of Property Owner: 41 N Park Blvd, Glen Ellyn, IL 601
- M. Phone No. (Business): 630-469-2361 (Home) _____
- N. Fax No. (Business): _____ (Mobile) _____
- O. E-Mail Address of Property Owner: office@faithonline.org

II. SUBMISSION REQUIREMENTS

- ☒ 1. Application Fee - \$250.00
- ☒ 2. Application Form
- ☒ 3. Cover Letter describing the project.
- ☒ 4. Plats of Survey or Existing Conditions Plan showing any existing buildings and associated setbacks.
- ☒ 5. Concept Plan showing any proposed buildings and associated setbacks, parking lot dimensions and all landscape/impervious surface setbacks.
- ☒ 6. Preliminary Building Elevations
- ☒ 7. Preliminary Sign Plan and Elevations
- ☒ 8. Any other plans or information for which preliminary feedback is requested.

Signature: Paula Serfling NugentDate: 10-20-2019

I can send the digital files of these documents, I just need an email

October 19, 2019
 Planning & Development Department
 535 Duane Street
 Glen Ellyn, IL, 60137

RECEIVED
 OCT 21 2019
 VILLAGE OF GLEN ELLYN

To the Village of Glen Ellyn Planning & Development Department,

The attached pre-application packet is for the creation of a new home for the Glen Ellyn Food Pantry (GEFP). The Pantry has been located inside of Grace Lutheran Church in downtown Glen Ellyn for 40 years. We are an ecumenical ministry managed by fourteen churches, all located in Glen Ellyn. Each church has one position on the Board of Directors.

The Pantry provides food to people in our community who are in an emergency state or in need of temporary assistance. It is important to recognize that our Pantry is a supplement to our clients monthly food supply. We predominantly serve the working poor, senior citizens on a fixed income and people with temporary and permanent disabilities. We do not serve the homeless. They have no place to cook or store the food we provide.

Last year we served 33,000 people, and over one third of those were children. All of our food is distributed locally, 25% to Glen Ellyn, 25% to Wheaton, 23% to Glendale Heights, 18% to Carol Stream and the last 9% is distributed among the other seven communities that we serve. We collaborate with grocery stores, the Northern Illinois Food Bank, local churches, schools and the broader community to distribute on average \$2.7 million in food per year.

We are run by a part-time staff of 9 and an established volunteer base of over 300 people who log more than 11,000 hours annually. Our administrative overhead is only 4%. Which means for every dollar we are given, 96 cents goes toward our mission.

We are an entirely privately funded 501©3 organization. We receive no money from the government. Our monetary donations come from our member churches, individual donors, community groups, foundations and

corporations. We are not the Northern Illinois Food Bank and we do not get any money from them. We are a member of that organization which allows us to purchase food from them at a reduced rate.

One of the most challenging parts to our business is "space". We have been out of space for quite some time. We remodeled our facility about 5 years ago with the understanding that we would still outgrow our location in about 5-6 years. We recently had to rent an off-site storage facility so that prediction has already started to become a reality, however, our decision to seriously pursue a new home came about two years ago after a conversation with Grace Lutheran Church's pastor, who indicated that the space we use would probably not be available in about 3-4 years and she wanted to give us enough notice so we could find a new home.

After that meeting we created a task force to evaluate our alternatives. The team did significant research on property and buildings in the area and the costs to build/renovate to meet our needs. It was determined that property, offered by Faith Lutheran Church, provided us the most cost effective option to meet the needs of the GEFP.

Currently, we pay \$18,000 in rent per year for a space the Pantry has outgrown. Grace Lutheran Church generously allows the Pantry to use one large room four days per week, with limited hours for food recovery/sorting in the morning and a waiting room and shopping area in the afternoon. In addition, the GEFP has an additional small warehouse room and an additional shopping room that staff members also use for client intake. On Thursday afternoon, the tables and shelving must be broken down and move back into the small pantry intake room, because the church needs the use of the larger room over the weekend. And then the process starts over again on Monday with set up.

We have worked with an architect to make sure that from the front the pantry will continue to look like a home, therefore fitting into the neighborhood. It will have a residential feel. A garage door in back will serve as a loading dock, and clients and volunteers will have use of the large parking lot behind the church. The organic gardens on the property will continue to serve the refugee ministry of Faith, with excess produce continuing to be provided to the Pantry. We would like to add apple trees and fruit bearing bushes to the property, to grow more fresh produce for our clients.

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OCT 21 2019

VILLAGE OF GLEN ELLY

Clients will enter the property through a door on the south side of the building that faces the church. There will not be any signage in the yard. We would like to add small sign on the south side of the building to indicate where clients are to enter the facility. The front door will function as an emergency exit only. We will be removing the cement driveway in the front of the house and adding grass and additional landscaping. The back driveway will be made up of permeable pavers to allow for drainage on the property. The parking lot is already lighted and we will not be adding any additional lighting. The house currently has lighting on three of the four sides. We will be updating the current fixtures with more energy efficient lighting, but do not plan to add additional fixtures.

Over the last few years, we have made great progress in supporting the food insecure in our community, but we know there is so much more we can do...if we had more physical space. Once we build this new facility:

- The Pantry could potentially double our capacity to serve clients through a dedicated shopping area, as opposed to our currently shared shopping space.
- Our annual lease costs will drop from \$18,000 per year to \$55 per year. The address of the home is 55 N. Park, and Faith Lutheran Church chose that amount as the annual land lease payment.
- Volunteer hours would increase in the actual recovery and distribution of food, instead of set up and take down of temporary rooms two times per week
- With more room within the "shopping area" we could provide increased "client choice" shopping. This allows clients to choose the food that appeals to their families, in the same way you shop at the grocery store for food that appeals to your family. Client choice is a demonstrated way to cut down on food waste.
- The Pantry can offer more evening hours to support our working families. Although we predominately serve the working poor, we are only open Tuesday night until 6:30, as the church needs their facility for other purposes. The other three days we close at 3 pm.
- With a large classroom at the future facility, we have the ability to expand our programs. For example, we would like to provide cooking demonstrations, nutrition and healthy eating programs, and increase collaboration with medical facilities on lifestyle programs such as our healthy eating for low-income diabetics and cardiac patients program with Northwestern Hospital.

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VILLAGE OF GLEN ELLEN

- The new location would be closer to Roosevelt Road and easily accessed by those using the bus system

Most importantly, the new facility gives the GEFP the opportunity to control its future. To develop the programs and services needed to fight food insecurity in our community. We have an opportunity and a responsibility to make sure we have a home to continue to serve our clients, who depend on us. As an organization, I am confident that we have the skills and the resources to make this new facility a reality. This is a big change for our organization and change is hard. But we are talking about more than changing a building, we are talking about changing the lives of the people who walk through our doors. I am looking forward to working with you to make this house into a home for the Glen Ellyn Food Pantry.

Sincerely,

Paula Serfling Nugent
President
Board of Directors
Glen Ellyn Food Pantry

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VILLAGE OF GLEN ELLYN



FAITH EVANGELICAL LUTHERAN CHURCH

October 18, 2019

Village of Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Ladies & Gentlemen:

This letter is to verify that the Glen Ellyn Food Pantry is authorized to request the necessary approvals for the house and the property we own at 55 North Park to achieve the renovations they are planning.

Faith Lutheran and the Glen Ellyn Food Pantry have entered into a long-term lease which, among other things, provides that "Tenant shall have the right (but shall not be obligated), at its sole cost and expense, from time to time, to demolish, remove, alter, replace and/or repair any improvements presently on the Premises and construct and/or install and thereafter demolish, remove, alter, replace and/or repair any buildings, structures or other improvements thereon..." (*Section 3 of lease*).

We are excited to be entering into this partnership with GEFP.

Please let me know if you have any questions.

Sincerely,

James Hall
Treasurer
(630) 464- 8231

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VILLAGE OF GLEN ELLYN

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OCT 21 2019

VILLAGE OF GLEN ELLYN



Plan Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/14/19 07:00 PM
Department: Plan Commission
Department Head: Katie Ashbaugh
Category: Public Hearing
Prepared By: Katie Ashbaugh

SCHEDULED

AGENDA ITEM (ID # 4227)

DOC ID: 4227

Illinois Prairie Path Zoning Map Amendment

- PETITIONER:** The petitioner is DuPage County.
- REQUEST:** Zoning Map Amendment to rezone two parcels of County Highway 47/Illinois Prairie Path to CR Conservation Recreation District.
- EXISTING CONDITIONS:** The two parcels are currently developed and used as part of County Highway 47/Illinois Prairie Path for recreational purposes and are zone R-4 in unincorporated DuPage County.
- BACKGROUND:** On September 24, 2019, the DuPage County Board of Trustees voted in favor of filing a petition with the Village of Glen Ellyn, Illinois to voluntarily annex the subject properties. In association with the petition to voluntarily annex the subject properties, the owner requests that the subject properties be rezoned to CR Conservation Recreation District upon annexation into the Village of Glen Ellyn. No changes to the existing conditions or use of the two properties are proposed.
- PUBLIC NOTICE:** Notice of the public hearing was published in the October 24, 2019 edition of the Daily Herald and a placard was placed on the property.
- Notice was erroneously not mailed to all property owners within 250 feet of the subject property; therefore, staff has re-mailed notice of the public hearing continuance to December 12, 2019 to those that did receive the original notice and has mailed an updated notice to those that did not receive the original with the date of the continuance.
- COMMISSION ACTION:** **The Plan Commission should make a motion to open the public hearing and continue it to the next regularly scheduled Plan Commission meeting, Thursday, December 12, 2019.**



Plan Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/14/19 07:00 PM
Department: Plan Commission
Department Head: Kelly Purvis
Category: Public Hearing
Prepared By: Kelly Purvis

SCHEDULED

AGENDA ITEM (ID # 4233)

DOC ID: 4233

2019 Zoning Code Text Amendments

Background

Attached, please find a list of proposed Zoning Code text amendments prepared by staff. Several of these proposed amendments have been selected by staff for consideration by the Plan Commission based on an ongoing list of potential amendments that staff has maintained over many years. Staff has historically picked “manageable” groups of amendments to bring forward for consideration at one time. Reasons for each of the proposed amendments are indicated after each amendment. If the Commission has any suggestions for proposed amendments that it would like staff to add for future consideration, the Commission is welcome to forward these suggestions to staff at any time.

Commission Action

The Plan Commission should review and discuss the attached list of proposed Zoning Code text amendments. The Commission may recommend approval, approval with changes, or denial of the proposed amendments. If the Commission believes that additional research or discussion is needed for a particular amendment, a recommendation on the proposed amendments could be tabled for further consideration at a later date or the amendment(s) in question could be pulled from the list and considered when the next round of amendments is brought forward. If it is not possible to review all the proposed amendments at the November 14, 2019 Plan Commission meeting, the Commission may continue the public hearing to a specific date in the future. Findings of fact do not need to be made for Zoning Code text amendments. Therefore, staff does not plan to prepare draft motions for this item.

Attachment: Code Amendments with reasons for proposed changes
Blacklined Code Sections

CC: Staci Springer, Community Development Director
Katie Ashbaugh, Planner

ATTACHMENTS:

- List of Amendments with Reasons for Proposed Changes (PDF)
- Blacklined Code Sections (PDF)

2019 Proposed Amendments to the Zoning Code

The following is a list of proposed amendments to the Zoning Code with corresponding reasons for the proposed amendments. The blacklined amendments to the Code are also attached for the Commission's review.

Amendments #1 and #2:

Amend the definition of Beauty/Barber Shop to include permanent makeup and create a definition for permanent makeup.

Reasoning: Staff has received several calls from permanent make-up businesses who wish to locate in Glen Ellyn. Permanent make-up also known as microblading involves using a handheld, manual tool, either a blade or a rotary pen with different configurations of needles, to apply pigment to the body creating an effect that resembles make-up. This is a service that many beauty salons are now offering, yet it is excluded by our Code. It was originally excluded to deter tattoo parlors from attempting to claim they were a beauty salon. This text amendment allows permanent makeup businesses where beauty and barber shops are currently allowed as their land use impacts are similar. Since we are defining the term, it would not be able to be broadly reinterpreted as body art, which should be classified as a different use. Note, operators of permanent makeup businesses/salons are required by the State to have a certificate of registration with the Department of Public Health which is renewed on an annual basis.

Amendments #3, #5, #6, #7 & #8:

Amend the Code to clearly define tobacco, vape and smoke shops and limit their location to commercial districts with a special use only.

Reasoning: There has been an increased level of concern around vaping and its impact on youth. There are also known negative impacts to smoking of traditional tobacco products. At this time, Village Code allows tobacco shops in the C5A and C5B zoning districts as a permitted use. Additionally, tobacco or vape shops could be located in the C2 or C3 districts by-right as "general commodities sales". Staff is recommending text amendments to the Code that would clearly define tobacco, vape and smoke shops and only allow them in commercial districts with a special use permit. Staff feels that businesses whose primary purpose is the sale of nicotine products may require further review when located near sensitive uses such as schools and should be considered on a case-by-case basis. The special use process requires a public hearing before the Plan Commission and final approval of the proposed business by the Village Board whereby additional conditions can be placed upon the approval to mitigate negative impacts to the community.

The text amendment before the Plan Commission would allow tobacco, vape and smoke shops as a special use in all commercial districts including the Central Business District (C5A, C5B), Community Commercial (C2), and the Service Commercial (C3) Districts. The Plan Commission may recommend all, some or none of these districts for tobacco, vape and smoke shops.

Amendment #4:

Amend the Code to allow the Community Development Director to automatically zone property Conservation Recreation (CR) upon annexation to the Village.

2019 Proposed Amendments to the Zoning Code

Reasoning: Currently, the Community Development Director has the authority to automatically zone property into a residential zoning district upon annexation. The proposed text amendment would allow the Community Development Director to automatically zone annexed property as Conservation Recreation (CR) as well. Staff believes this is an appropriate change to the Code since the CR district is the most restrictive zoning district and only allows open space uses and passive recreation areas. All buildings, structures and principal activity areas are allowed only with the approval of a special use.

Amendment #9:

Amend the Code to clarify that accessory structures within 10 feet of the principal structure must adhere to the required setback of the principal structure.

Reasoning: Staff regularly encounters cases in which a non-conforming principal structure does not meet the setback requirements of the zoning district, and the current language in the Code would allow accessory structures to match that non-conforming setback. This text amendment clarifies that the accessory structures on a lot must meet the required setback in the zoning district, whether or not the principal structure conforms to the required setback for the district.

Amendments #10 & #12:

Amend the Code to further clarify requirements for dumpster enclosures.

Reasoning: These amendments are meant to clarify that any property other than a single family property is required to enclose dumpster/refuse areas on the lot. These amendments also clarify that while the enclosure itself must be built out of the primary building material of the principal structure, the gate on the enclosure should also be constructed of a durable, high quality materials.

Amendment #11:

Amend the Code to clarify that the accessory structure chart in Section 10-5-5(B)4 applies to both attached and detached encroachments.

Reasoning: The regulations in this section are intended to apply to all obstructions in yards, not just those that are detached from the principal structure. The chart contains several examples of encroachments that are attached to principal buildings such as balconies, bay windows, chimneys, decks, etc. This text amendment removes the word “detached” correcting an inaccuracy in the Code.

Amendment #13:

Amend the Code to include requirements for landscaping maintenance.

Reasoning: Overtime all sites experience die off or overgrowth of landscaping. A few property owners will replace dead landscaping or trim back overgrown bushes, but most do not. Oftentimes a majority of the landscaping that was required to be installed with the development is eliminated as time passes and staff does not currently have the ability to require replacement. If the landscaping plan was important to have at the time of approval, function of the landscaping as screening or beautification has not diminished over time and should be expected to be maintained in accordance with the approved landscaping plan. In some cases relief may have even been granted due to increased buffer requirements or screening provided by landscaping. To empower staff to ensure that properties continually upkeep the health and variety of plant materials as approved by the Village Board, staff proposes this addition to the Code.

2019 Proposed Amendments to the Zoning Code

Amendment #14:

Amend the Code to change the limitation on light pole heights.

Reasoning: The language in this section of the Code is unclear as to whether light poles can be the same height as the proposed building or if they can be the maximum height that a building is permitted to be. Furthermore, staff does not feel that the height of the light poles should be tied to the height of the building. In a survey of other communities' Code requirements for light poles, staff did not find any communities that regulate light pole height based upon the height of the principal structure. Staff's recommendation is in accordance with the Illinois Coalition for Responsible Lighting.

Amendment #15:

Amend the Code to eliminate the lot coverage limitation for planned unit developments in the CBD.

Reasoning: This section of the Zoning Code contradicts the district regulations for the C5 zoning districts which allow for commercial structures to be built to the limits of their lot lines when they are not located next to residential properties. Most of the buildings in the C5A district cover the majority, if not all of their lots. With so many of the properties in the downtown being smaller in size, restricting the coverage to 50-65% of the lot severely limits the use of the land and encourages taller buildings.

ZONING CODE TEXT AMENDMENTS
November 14, 2019

Bold = New Text; ~~Strikethrough~~ = Deleted Text

Chapter 2
DEFINITIONS

1. Amend Section 10-2-2 (Terms defined) to edit the definition of “BEAUTY/BARBER SHOP” to include permanent makeup.

BEAUTY/BARBER SHOP: An establishment where people go to receive beauty treatments. These treatments primarily include one or more of the following: 1) cutting, trimming, shampooing, weaving, coloring, waving, or styling hair; 2) providing facials; and 3) applying makeup ~~(except permanent makeup)~~ **(including permanent makeup)**. Spa services may be provided as additional and secondary services.

2. Amend Section 10-2-2 (Terms defined) to add a definition for “Permanent Makeup” between the definitions of “Performance Standard” and “Permitted Use”.

PERMANENT MAKEUP: a type of permanent cosmetic application through the practice of placing ink or other pigment into the skin or mucosa by the aid of needles or any other instrument used to puncture the skin for the purpose of permanent cosmetic restoration or enhancement of the epidermis for re-pigmentation. The use is also commonly known as microblading, micropigmentation, dermal implantation, microstroking, eyebrow embroidery, and long-time/long-lasting makeup. This category of services does not include other forms of body art such as tattooing body piercing or the adornment of the body with letters, images, drawings, or other illustrations.

3. Amend Section 10-2-2 (Terms defined) to add a definition for “Tobacco, Vape and Smoke Shops” between the definition of “Through Lot” and “Tower and Antenna, Radio or Television”.

TOBACCO, VAPE AND SMOKE SHOP: A retail establishment primarily engaged in the selling of pre-packaged smoking and tobacco products, alternative nicotine products and/or vapor products, as defined in Section 3-6-2 of the Village Code and as amended from time to time, and which may include components reasonably assumed to be used for smoking and/or the inhalation or ingestion of any products or other substances. For the purposes of this definition only, “primarily engaged” means when the primary source of the establishment’s revenue comes from the sale of pre-packaged smoking and tobacco products, alternative nicotine products, vapor products, related products and accessories, and in which the sale of other products is merely incidental. This definition does not include a section or department of a larger commercial establishment that sells tobacco products such as a gas station or a grocery store.

Chapter 3

ESTABLISHMENT AND PURPOSE OF DISTRICTS AND DISTRICT BOUNDARIES

4. Amend Section 10-3-3 (Automatic zoning) to allow the Community Development Director to automatically designate properties CR Conservation/Recreation District upon annexation.

10-3-3. Automatic zoning:

Any property(ies) annexed to the Village for which the Village Board has not adopted a zoning classification associated with such annexation shall automatically be zoned **CR Conservation/Recreation District**, RE Residential Estate District, R0 Residential District, R1 Residential District, R2 Residential District or R2B Residential District, depending upon which of these districts will result in the majority of the zoning lots so annexed being conforming with respect to the bulk regulations of said zoning district. Automatic zoning granted pursuant to this provision shall not require a public hearing, and the appropriate designation as determined by the Director of Community Development, in accordance with the criteria set forth above, shall appear on the zoning district map of the Village of Glen Ellyn.

Chapter 4

DISTRICT REGULATIONS

5. Amend Section 10-4-14 (C2 Community Commercial District) to add tobacco, vape and smoke shops to the list of special uses and to renumber the rest of the section accordingly.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

24. Tobacco, Vape and Smoke Shop.

6. Amend Section 10-4-15 (C3 Service Commercial District) to add tobacco, vape and smoke shops to the list of special uses and to renumber the rest of the section accordingly.

(B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

22. Tobacco, Vape and Smoke Shop.

7. Amend Section 10-4-17-1 (C5A Central Retail Core Subdistrict) to remove tobacco shops from the list of permitted uses, to add tobacco, vape and smoke shops to the list of special uses, and to renumber each section accordingly.

(A) Permitted uses:

~~41. Tobacco shop.~~

- (B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

43. Tobacco, Vape and Smoke Shop.

8. Amend Section 10-4-17-2 (C5B Central Service Subdistrict) to remove tobacco shops from the list of permitted uses, to add tobacco, vape and smoke shops to the list of special uses, and to renumber each section accordingly.

- (A) Permitted uses:

~~54. Tobacco shop.~~

- (B) Special uses: No enumerated special use shall be considered to be an accessory use to any other permitted or special use, and a separate permit shall be required for each separate special use.

33. Tobacco, Vape and Smoke Shop.

Chapter 5
 SUPPLEMENTARY REGULATIONS

9. Amend Section 10-5-4(A)4(b) (Accessory structures and uses) to clarify that accessory structures on a lot must adhere to the same setback that is required of principal structures.
- (b) Structures less than ten feet from principal structure: Accessory structures less than ten feet from a principal structure shall observe the same **required** setbacks as the principal structure on the zoning lot.
10. Amend Section 10-5-4(C) (Accessory structures and uses) to clarify the requirements for dumpster enclosures as follows:
- (C) Trash containers and dumpsters: All trash containers and dumpsters **on lots** associated with **commercial**, nonresidential and multi-family uses must be enclosed in accordance with the provisions in subsection 10-5-5(B)4 of this chapter for "Wall, screen (including refuse and recycling, loading dock, and mechanical equipment)".
11. Amend Section 10-5-5(B)4 (Yards) to clarify that the accessory structure chart addresses both attached and detached accessory structures by removing the word "detached" from the description as follows:

4. The following table outlines ~~detached~~ obstructions that are permitted in required setbacks. The regulations column applies to all accessory structures, regardless of whether they are located in a required yard. Roofed over structures shall be located a distance equal to five percent of the lot width and no less than three feet from the rear and side property lines and 20 feet from the corner side property line or as further restricted or allowed in this section and table 10-5-5(B)4 of this section.
12. Amend 10-5-5(B)4(39) Wall, screen (including refuse and recycling, loading dock, and mechanical equipment) as follows:
 - (a) Limitations:
 - (1) Required for ~~commercial uses~~, **bulk garbage and recycling containers on commercial**, multi-family and nonresidential ~~uses~~ **lots**
 - (2) **Enclosure shall be** ~~Constructed~~ of the same material as the walls of principal structure on the zoning lot
 - (3) Must be open on top
 - (4) Must enclose three of four sides of refuse and recycling containers and be gated on the fourth side with a durable material**
 - (b) Height: Sufficient to screen all containers within the walls and no greater than 8' unless authorized as part of a special use or PUD
 - (c) Shall not be located in the front of a building
 13. Amend Section 10-5-13 (L) (Performance standards and other requirements for industrial uses, commercial uses, planned unit developments, special uses, and non-residential uses in residential zoning districts - Landscaping) to add a new section that requires that landscaping approved and installed as part of a development be maintained in perpetuity, and renumber the remaining sections accordingly.
 - (L) Landscaping:
 - 3. All properties which have been granted final planned unit development plan approval, final planned unit development amendment approval, special use permit approval, or an exterior appearance approval by Village ordinance that include a landscape plan, shall install all plant materials shown on the approved landscape plan prior to the issuance of a Certificate of Occupancy. Following the issuance of the Certificate of Occupancy, ongoing maintenance of all landscape materials in accordance with the approved landscape plan shall be required.**
 14. Amend Section 10-5-13(M)2(c) (Performance standards and other requirements for industrial uses, commercial uses, planned unit developments, special uses, and non-residential uses in residential zoning districts – Exterior illumination standards) to change the maximum permitted height of light poles.
 - (c) Height: The height of a light pole shall ~~be equal to or less than the maximum height of the principal building on a site.~~ **not exceed 20 feet in residentially zoned districts. In**

all other zoning districts light poles shall not exceed 25 feet. There shall be no restriction on light pole heights in public or private rights-of-way.

Chapter 7
PLANNED UNIT DEVELOPMENTS

15. Amend Section 10-7-9(D) to remove the lot coverage limitation for commercial planned unit developments in the CBD.

(D) Intensity of use: The coverage of all principal and accessory buildings and structures shall not exceed 50 percent of the lot area, except that the percentage of coverage may be increased two percent for each ten percent of required off street parking which is located either below grade or in a parking structure, up to a maximum lot coverage of 65 percent. **This limitation shall not apply to the C5A and C5B zoning districts.**

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Plan Commission
535 Duane Street
Glen Ellyn, IL 60137

Meeting: 11/14/19 07:00 PM
Department: Plan Commission
Department Head: Kelly Purvis
Category: Discussion Item
Prepared By: Kelly Purvis

SCHEDULED

AGENDA ITEM (ID # 4229)

DOC ID: 4229

Discussion Item: Architecture Review

Background.

From 1975 to 2017, the Village's Architecture Review Commission (ARC) would review any new construction, additions, exterior rehabilitation, or exterior remodeling of the following types of projects: non-residential principal buildings, multi-family residential principal buildings, attached single family residential principal buildings and parking lots. The ARC was also responsible for holding public hearings to review sign variations. In July of 2017, the Village Board decided it was in the best interest of the Village to streamline the review process by reducing the number of meetings applicants would need to attend by reallocating the responsibilities of the ARC and dissolving the Commission. Since then, the Plan Commission has reviewed all applications for sign variations and Village staff has conducted the exterior appearance review for the abovementioned types of projects, with final approval given by the Village Board. A copy of the Ordinance dissolving the ARC has been attached for the Commission's information.

With some of the larger projects that have recently been reviewed, there have been concerns raised that the architecture is not being examined closely enough. Following internal discussion, Village staff has initiated an interim Architecture Appearance Group (AAG) that would meet on an as-needed basis to review new construction or large additions in the downtown. The AAG would function as a working group to evaluate the project's conformance to the Architecture Review Guidelines and provide ideas about how to improve projects in the downtown. This group could also review other projects outside the downtown at the suggestion of staff. These ideas from the AAG would be shared with the developers of each project. There will be no formal recommendation made by the group and not all suggestions/ideas developed at the meeting will be incorporated into the plans (depending upon budget/feasibility for the applicant). The AAG will consist of the Village's planning staff, one on-staff architect and two architects that are not employed by the Village. Village planning staff would continue to conduct the formal exterior appearance review for all projects that require such review and make recommendations to the Village Board based upon compliance with the Appearance Review Guidelines.

The question has been raised if a better long-term solution would be for the Plan Commission to take on the review of exterior appearance? At this time, even though the Commission does not make a recommendation on the exterior appearance, the public is encouraged to provide feedback regarding the architecture at public hearings as this is the main opportunity for citizens to see and comment on building appearance. Many of the projects that require exterior appearance review are already required to come before the Plan Commission for some other kind of approval. If the Plan Commission would be willing to take on this responsibility, Village staff would still review the projects for conformance with the Architecture Review Guidelines and call attention to any issues for the Plan Commission to consider or discuss similar to the review of zoning and signage requests. As a note, at the time of the dissolution of the ARC, there were no architects or landscape architects (experts on the subject matter) on the Commission. If the Commission is amenable to taking on the exterior appearance review duties, staff has proposed a few options for consideration:

1. The Commission could choose to review all projects that are required to have an exterior appearance review; or
2. The Commission could choose to review all projects that are required to have exterior appearance review, that are already required to appear before the Plan Commission; or
3. The Commission could review all projects in the downtown that are required to have an exterior appearance review; or
4. The Commission could choose to review only new construction projects that would require exterior appearance review.

Action Requested. The Plan Commission is being asked to discuss the possibility of exterior appearance review coming under the Commission's purview. Staff has provided a few options as a starting point for the discussion, but the Commission is invited to explore other options and provide feedback for staff to convey to the Village Board.

Attachments: Ordinance 6519 -VC

Cc: Mark Franz, Village Manager
Katie Ashbaugh, Planner
Cole Jackson, Associate Planner

X:\Plandev\PLANNING\PLAN COMMISSION\MEMOS\PC Memo - Arch Review.doc

ATTACHMENTS:

- Ordinance 6519 - Dissolving the ARC (PDF)

Village Of Glen Ellyn

Ordinance No. 6519-VC

**An Ordinance to Amend Various Sections of the Village Code
Of the Village of Glen Ellyn to Dissolve the Architectural Review Commission**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois**
This 24 Day of July, 2017.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois,
this 25 day of July, 2017.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Attachment: Ordinance 6519 - Dissolving the ARC (4229 : Memo - Architecture Review by Plan Commission)

Ordinance No. _6519_-VC**An Ordinance to Amend Various Sections of the Village Code
Of the Village of Glen Ellyn to Dissolve the Architectural Review Commission**

Whereas, pursuant to Section 5/11-13-1 of Chapter 65 of the Illinois Compiled Statutes, the Village of Glen Ellyn has the statutory authority by general ordinance to establish an Architectural Review Commission, and did so in 1975; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and improve the functionality and status of its various advisory commissions, including the Architectural Review Commission and the Plan Commission, and the exercise of the powers conferred to the Commissions by Ordinance or Resolution; and

Whereas, the Village Board continually evaluates the Village's development review process to increase its efficiency and provide transparency and clarity to businesses, developers, contractors, and residents throughout this process; and

Whereas, the Village Board seeks to reduce the length of time needed for a project to reach the Village Board for action and to lessen the amount of unnecessary costs for developers; and

Whereas, the Village Board finds that the Plan Commission can competently perform certain current functions of the Architectural Review Commission and that internal staff can competently perform certain reviews which ultimately will be approved or rejected by the Village Board, that the reduction of the number of meetings required of petitioners for development of private and commercial properties will serve to promote efficiencies in the conduct of commission meetings and promote efficiencies and cost economies involving the use of staff time to prepare for Commission meetings; and

Whereas, the Village Board finds that the changes under consideration for improvement of the development review processes, the potential for confusion to the public and petitioners in

holding multiple reviews, and the pledge of the Village Board and Planning and Development Department to provide for substantive opportunities for public review and input on development proposals would benefit the Village; and

Whereas, the President and Board of Trustees have determined it is in the best interest of the Village to amend the Glen Ellyn Village Code to eliminate the Architectural Review Commission and transfer the responsibility of conducting public hearings for sign variation requests to the Plan Commission.

Now, Therefore Be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the Corporate Authorities of the Village of Glen Ellyn.

Section Two: That Title 2, Chapter 8, Section 2-8-1 et seq., of the Village Code of the Village of Glen Ellyn entitled "Architectural Review Commission" is hereby repealed and the Architectural Review commission is dissolved.

Section Three: That Title 2, Section 2-4-5 of the Village Code of the Village of Glen Ellyn entitled "Duties" is hereby amended by adding thereto a new subsection 2-4-5(C), as follows with the remainder of the Section being renumbered accordingly:

"(C) To hold public hearings, make written findings of fact and submit the same with recommendations to the Village Board of Trustees on applications for variations from regulations of the sign code in the manner prescribed by and subject to the standards established in Title 4, Chapter 5, of the Municipal Code of the Village of Glen Ellyn entitled "Sign Code"."

Section Four: That Title 1, Section 1-7-10(B)2 of the Village Code of the Village of Glen Ellyn is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"(2) Coordinate effective procedural administration of planning, building and zoning matters through the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, and Building Board of Appeals and other village departments."

Section Five: That Title 4, Section 4-5-17(G)1(a) of the Village Code of the Village of Glen Ellyn entitled "Manner of Requesting" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"(G) Sign Variation Request:

1. Manner of Requesting:

- (a) Any person seeking a variation from this chapter shall file an application with the planning and development director who shall, in a timely manner, place the request on an agenda for the Plan Commission to consider at a public hearing. The Plan Commission shall act in an advisory capacity and make a recommendation on the request to the Village Board of Trustees. Upon receiving a recommendation from the Plan Commission, the request shall be scheduled for consideration by the Village Board in a timely manner. The Village Board shall then approve, approve with conditions or deny the application."

Section Six: That Title 4, Section 4-5-17(G)2 of the Village Code of the Village of Glen Ellyn entitled "Hearing" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

- "2. Hearing: The Plan Commission will conduct a public hearing at a regularly scheduled meeting to consider the request. Said hearing shall be duly advertised in a newspaper with a general circulation within the municipality not less than fifteen (15) nor more than thirty (30) days before the hearing."

Section Seven: That Title 4, Section 4-5-17(G)3 of the Village Code of the Village of Glen Ellyn entitled "Evidence and Findings" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

- "3. Evidence and Findings: The applicant or his or her representative is required to attend the hearing and present the case.
- (a) The Plan Commission shall conduct an evidentiary hearing and shall not recommend approval of the request unless the commission makes positive findings based on the evidence presented that all of the following standards have been met:
 - (1) The request complies with the statement of purpose found in Section 4-5-2 of this chapter; and
 - (2) The plight of the owner is based on unique circumstances due to an unusual physical limitation, such as an irregular lot shape, substantial lot depth, unusual geographic location, exceptional topographic feature, or other condition, that is peculiar to the subject property

or establishment and the conditions upon which the request is based are not generally applicable to other property within the same zoning district; and

- (3) The variation, if granted, would have no adverse impact on property values in the surrounding area or be injurious to other property or improvements in the neighborhood in which the property is located; and
 - (4) The variation, if granted, would have no adverse impact on the existing or desired character of the surrounding area; and
 - (5) The variation, if granted, would not endanger the public health, safety or welfare.
- (b) For the purpose of supplementing the above standards, the Plan Commission, in making its findings and recommendation may also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:
- (1) That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
 - (2) That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant.
 - (3) That the variation is the minimum variation necessary.
 - (4) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
- (c) A showing that the granting of the requested variation would be more profitable to the applicant or that the sign would be more valuable if the requested variation granted is not grounds for granting approval of a variation.”

Section Eight: That Title 4, Section 4-5-17(G)4 of the Village Code of the Village of Glen Ellyn entitled “Conditions and Restrictions” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“4. Conditions And Restrictions: The Plan Commission may recommend and the village board may require such conditions and restrictions upon the premises benefited by a sign variation as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize any injurious effects of such sign variation upon other property in the neighborhood, to implement the general purpose and intent of this chapter or to bring the existing or proposed signs on the property into compliance or closer into compliance with this chapter and the village's appearance review guidelines.”

Section Nine: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section Ten: That this Ordinance shall be in full force and effect following its passage,

approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this

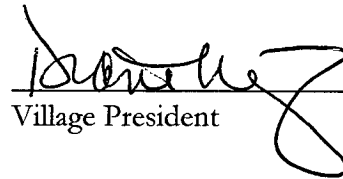
24 day of July, 2017.

Ayes: Trustee Fesules, Kenwood, Ladesic, Pryde,
Senale

Nays: 0

Absent: Trustee Enright

Approved by the Village President of the Village of Glen Ellyn, Illinois, this 24 day of July, 2017.


Village President

Attest:


Village Clerk

(Published in pamphlet form and posted on the 25 day of July 2017.)

Attachment: Ordinance 6519 - Dissolving the ARC (4229 : Memo - Architecture Review by Plan Commission)

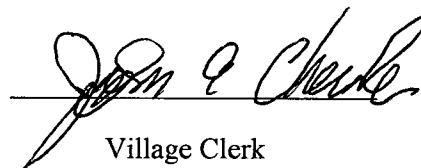


CERTIFICATION

I, John Chereskin, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is a true and correct copy of Ordinance No. 6519-VC, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Regular Meeting of said Board held on the 24 day of July 2017, and that the same was signed and approved by the President of said Village on the 24 day of July 2017.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 27 day of July, 2017.


Village Clerk

CORPORATE SEAL