

AGENDA
Glen Ellyn Plan Commission
Thursday, September 22, 2022 - 7:00 p.m.
Glen Ellyn Civic Center, 535 Duane Street
Galligan Board Room



1. **Call to Order.**
2. **Public Comment (non agenda items).**
3. **Approval of Draft Minutes.**
 - August 25, 2022 Plan Commission Meeting Minutes
4. **New Business.**
 - Public Hearing – 796 Prairie Avenue: Special Use Permit to allow the DuPage County Church of Christ to move their operations to the property where Church of Christ of Glen Ellyn currently operates in the R2 Residential District.
 - Public Hearing – 501 Hill Avenue: Special Use Permit to allow Axxess Church the use of the facility at 501 Hill Ave. as a space for church operations in the R2 Residential District.
 - Public Hearing – 507 Duane Street: Special Use Permit to allow Insula Aesthetics, a medical spa, to be located in the C5A Central Retail Core Subdistrict.
5. **Trustee's Report.**
6. **Chairman's Report.**
7. **Staff Report.**
8. **Other Business and Adjourn.**

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, a report of the meeting is prepared. Then, the petition, along with the summary report and all pertinent material, is scheduled for consideration by the Village Board. The Village Board meets on the second and fourth Mondays 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) 547-5249.

Individuals with disabilities who plan to attend the hearing 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.

cc: Glen Ellyn Plan Commission
Steve Thompson, Village Board Trustee Liaison
Mark Franz, Village Manager
Emily Rodman, Assistant Village Manager
Martin Scott, Community Development Director
Atrian Fard, Senior Planner

Taylor Gendel, Associate Planner
Meredith Hannah, Economic Development Manager
Grant Paplauskas, Communications Coordinator
Brian Baltudis, Facilities Manager
Dave Harris, Glen Ellyn Park District
Emily Tammaru, Community Consolidated School District 89
Seth Champan, Glenbard School District 87
Eric DePorter, Glen Ellyn School District 41
Dawn Bussey, Glen Ellyn Public Library
Barbara Dutton Thomas, Plan Commission Secretary
Penni Cannova, Executive Secretary
Lori Gloude, Executive Assistant



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/22/2022 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Minutes
Prepared By: Atrin Fard

**AGENDA ITEM (ID
2022-2639)**

DOC ID: 2022-2639

Draft minutes from August 25, 2022 Plan Commission meeting for approval

Statement of the Issue:

See attached minutes for approval.

Analysis:

See attached minutes for approval.

Budget Impact:

N/A

Action Requested:

See attached minutes for approval.

Attachments:

1. 8-25-22 Plan Commission Meeting Minutes-DRAFT

DRAFT MINUTES
REGULAR PLAN COMMISSION MEETING
August 25, 2022

Call to Order and Roll Call

Chairman Tim Loftus called the meeting to order at 7:01 p.m., and explained the Plan Commission's function and operating procedure as an advisory body. He went over protocol for public comment and introduced Village Board Trustee Liaison Steve Thompson, Assistant Village Manager Emily Rodman, Senior Planner Atrian Fard and Recording Secretary Barbara Dutton-Thomas.

Roll was called. Present: Chairperson Loftus, Plan Commissioners Arango, Brown, Cooper, Dawson and Wyant; Absent: Commissioners Saeed and Thakkar.

Public Comment Non-Agenda Items

Lobbying for development of a supportive, accessible and affordable living facility on the Taft and Roosevelt hotel site, representative of DuPage United Jane Stroh, 160 S. Milton, explained that the group works to promote affordable "rental apartment solutions" for DuPage County residents who could benefit from living in a facility that features a case worker. Julie Evans, 554 N. Park, also with DuPage United, called individuals with intellectual and development disabilities "a vital part of the community," and said parents and caregivers need living options for adult loved ones with special needs. And, Rene Atchison, 66 Forest, suggested that lack of affordable, supporting housing is a common problem. She contended that disabled individuals need to live independently, yet still need guidance.

Approval of Minutes

Commissioner Arango moved to approve the draft minutes of the May 26, 2022 meeting. Seconded by Commissioner Cooper, the motion passed by voice vote.

Public Hearing – 525 S. Park Boulevard

Commissioner Cooper moved to open the Public Hearing for 525 S. Park Blvd. Seconded by Commissioner Brown, the motion passed by voice vote.

Staff Introduction

Sworn in, Atrian Fard, Sr. Planner, 535 Duane, said the Petitioner, the Forest Preserve District of DuPage County (FPDDC) requests approval of a Special Use Permit, Zoning Variations and Exterior Appearance to accommodate Phase A of improvements to the Willowbrook Wildlife Center at 525 S. Park Blvd. The subject property is approximately 43.12 acres and is located on the east side of South Park Boulevard, at its intersection with Fawell Boulevard, she said. It is zoned CR (Conservation Recreation District), continued Ms. Fard, who noted Single-Family Residential, Church and College zoning proximate.

In 2013, continued Ms. Fard, the Village Board granted approval of a Special Use Permit, Zoning Variations, Sign Variations, and Exterior Appearance associated with a Master Plan to enhance the rehabilitation center. The Master Plan, she said, was approved to be constructed in two phases within 10 years of the date of the Ordinance. Among other things, Phase I included the expansion of the existing parking lot and service building, and Phase II included the development of the visitor center as well as enhancements to the site and relocation of animal exhibits. Since 2013, she related, the Forest Preserve has completed Phase I, while Phase II was deferred due to financial challenges and internal processes. In 2022, the Petitioner filed a building permit application to complete Phase II as part of the approved Master Plan, she continued. The permit application included a new phasing plan comprised of Phases A to B, in order to finish the project, stated Ms. Fard. In a preliminary review of the permitting-application plans, she reported, Staff found the proposal different from the approved Master Site Plan of 2013, and lack of information. Further discrepancies were also found in Phases B through D, specifically pertaining to building locations. So, she said, Staff requested the District go through approval of a new Special Use Permit, and the Petitioner has opted to focus on Phase A at this time (starting construction in September 2022), and to come back before the Plan Commission for the remaining Phases. The entire project has targeted completion for January 2025, she noted.

The subject property is currently developed as native wildlife rehabilitation and visitor center, said Ms. Fard. She explained that proposed improvements for Phase A include construction of a new raptor flight barn and new carnivore and mammal enclosures, raptor dorm relocation, a new walking/driving path, installation of a new 8-ft.-tall fence, and landscaping. Ms. Fard added that no changes to the access drive that forms the east leg of the signaled intersection of Park and Fawell are planned as part of Phase A. According to the Traffic Impact Study (TIS) provided by the Petitioner, she said, the addition of new structures would increase the maximum number of employees at any given time from 30 to 35. In addition, said Ms. Fard, the shift times for staff will vary, so, not all the employees will arrive and depart at the same time. The TIS, she added, also anticipates a limited increase in the number of visitors at the Center with the proposed improvements. Therefore, Phase A is projected to generate a low volume of additional traffic, particularly during the critical weekday morning and evening peak periods. In general, she said, the Village's Traffic Engineer had no objection to the TIS. The Zoning Code, continued Ms. Fard, requires one parking space for each 250SF of building area, so the Petitioner needs to provide at least 44 on the site, and at this time there are 98 spaces and no plans to change this. Staff considers the existing service and clinic buildings the primary structures on the site, with others subordinate, she related, explaining that, hence, variations need to be sought concerning:

- the total combined area of all freestanding accessory structures on a zoning lot;
- the requirement that accessory structures be located no closer to the front property line than the principal structure on the lot; and
- the requirement that the eaves of all accessory structures shall not exceed 12 feet in height.

Also, continued Ms. Fard, fences located closer to the street than the principal structure on the lot have to be a maximum of 4 ft. tall and with at least 33.3 percent openness; so a variation is needed to allow 8-ft.-tall, solid portion of fence. In addition, she said, the maximum allowable height for fences placed behind the front face of the main structure is 6 ft.; therefore, an additional variation is needed for proposed 8-ft.-tall fencing. To accommodate the new improvements and clear the site, stated Sr. Planner Fard, the Petitioner is proposing to remove approximately 232 existing trees, including one in the public Right-of-Way. (Public Works, she said, expressed no concerns about its removal.) The Petitioner plans to plant 20 new shade trees once construction is complete, she added, saying Staff believes there should be sufficient screening with the new landscaping and remaining trees.

Wetlands/water areas on the subject property total approximately 3.2 acres, continued Ms. Fard, who explained that, as the total wetland area is an estimate, all wetland flags must be surveyed to confirm their boundaries and jurisdiction. The site currently drains to Glen Crest Creek, she added. According to the engineer, said Fard, the proposed improvements will comply with the requirements of the DuPage County Stormwater and Floodplain Ordinance, and the proposed runoff changes will be minimal. There will be post-construction best management practices installed to reduce runoff and improve water quality. The Village Stormwater Consultant and the Village Environmental Consultant, she reported, have reviewed the Stormwater Management Report and Wetlands Assessment Reports for Phase A and their comments do not impact the layout or design of the proposed improvements and could be added as a condition to the entitlement approvals for Phase A, to be addressed later in the permitting phase of the project. She reviewed materials and finishes – including rustic finished wood and exposed concrete – as well as the style of the fence (to be covered with cloth) proposed for the project. She remarked that the fence design blends well with the natural area, but isn't the best match with the primary buildings. She noted that industry design standards for dedicated uses preclude meeting Village architecture standards. Ms. Fard outlined Plan Commission action.

Commissioner Questions

Commissioner Cooper asked if any parking is being eliminated from the 98 spaces outlined. Ms. Fard said there are to be no changes to the parking lot as part of Phase A. Chairperson Loftus observed some discrepancies in the documentation. Mr. Cooper expressed skepticism that the renovations wouldn't serve to increase visitor traffic at the Center, and if not, why the renovations are being undertaken. Chairperson Loftus asked if trees removed for the temporary construction entrance would be replaced. Ms. Fard said only one is to be removed and is to be replaced. Commissioner Arango wondered about construction interference with nearby school and church activities. Ms. Fard said she expects alternatives to access drives and measures put in place to avoid hazards. Chairperson Loftus asked for clarification of the fence plan for Phase A. Ms. Fard said she believes a 6-ft. temporary fence is delineated, and that a permanent one will be around the enclosures. Commissioner Wyant asked the rationale for Phasing. Ms. Fard suggested asking the applicant. Commissioner Brown asked about bus parking. Ms. Fard said the three spaces for buses were not included in the parking space count.

Petitioner's Presentation

Sworn in, Kevin Horsfall, 55280 Naperville, Rd., Assistant Director of Resource Management Development, DuPage County Forest Preserve Headquarters, introduced FPPDC Landscape Architect Supervisor Karen Gray, and said work should begin this year so resident animals can be moved in the fall when they are not stressed. He stated that the square-footage of the facility is comparable to that specified in 2013, and so the parking lot was already designed for the build out. He stated that trees marked for removal are infested with Emerald Ash Borers, the construction entrance is planned for the north end of the site to preserve trees along Park, and the District does not intend to block the sidewalk. He stated that the 2020 "re-imagined" plan presents reconfiguration – but no change in use – to ensure facilities are adequate for animal care, standards for which have evolved in the past 10 years. He asserted that the renovated wildlife center – to be the District's first "Net Zero" facility – would be an asset for Glen Ellyn. He said the Center will remain operational during construction and that staff parking will be "transitioned" later in the project.

Sworn in, Scott Steffes, Project Director, Wight & Co., 211 Clinton St., Chicago, reviewed existing conditions at the site, calling the present clinic, "packed." He stated that tree density is important, saying the Petitioner is trying to "tuck" facilities into the woods to promote animal comfort, and indicated that screening is important for animal and public safety. The consultant indicated that the nature trail will stay "as is," with merely some minor adjustments. He said Phase A is to focus on four enclosures to meet guidelines for specific species; Phase B will address the clinic; and Phase D will entail renovation of a modest building. He said that the carnivore enclosure is to feature "metal and mesh," and the clinic "natural" materials.

Commissioner Brown wondered if the entire project is approved and funded and so there won't be any modifications to the Master Plan as far as what the Commission is approving tonight. Mr. Steffes replied, "That's correct." Chairperson Loftus expressed concern about the view from Park Blvd. of the covered fencing. Acknowledging this a valid concern, Mr. Steffes replied that it is about 75 ft. away and that the design team is looking at vegetation to "downplay" it. Responding to a query from the Chairman about illumination, Mr. Steffes said not only are neighbors a distance away, but lights will not be lit on a regular basis; he said wall-pack fixtures will be regulated by sensors and there will be no regular site lighting in Phase A. The Petitioner told the Chairperson that there is no intent to change the clinic hours, the walking path will be accessible to the public after hours, and animals that cannot return to the wild (e.g., can't be rehabilitated) will reside at the site.

Commissioner Wyant asked why the District isn't seeking approval of all the phases "in one fell swoop." Mr. Horsfall replied that planning the entire complex will be "a lot more involved" and take time to plan, and it's critical to get the enclosures built this year due to funding. (He said the District is pursuing grants to help in funding the nearly \$30 million project, beyond the already \$27 million in place.) Commissioner Wyant asked if operating costs would "roll back" to Glen Ellyn residents. Mr. Horsfall replied, "No," explaining that the facility will support itself from an energy-consumption standpoint. Commissioner

Wyant asked if the District foresees any additional operational costs. Mr. Horsfall guessed there would be, but said the Center relies largely on a volunteer force, so doesn't expect a negative impact to anything Glen Ellyn provides. Commissioner Wyant asked how success can be measured five years after facility completion. Mr. Horsfall said success will be in the benefit provided to the community and to the environment. Commissioner Dawson asked about the choice of cement board as a material. Mr. Steffes said it is only to be used in a small portion of the raptor dorm, and is specified for maintenance and durability. Confirming that the 2021 traffic study considered all phases of the project, Commissioner Cooper sought to reconcile the assertion of no increase in traffic against an expected increase in attendance. Saying that he understood the evaluation to apply to the full build-out (but could check this), Mr. Steffes said that the parking lot is designed per the 2013 Master Plan which had enlarged programming. Commissioner Arango said she didn't understand how large volumes of traffic wouldn't be anticipated. Mr. Steffes said the increase is factored in. Sr. Planner Fard said the 99 spaces exceed the requirement tied to the existing center, and that once the Petitioner applies for changes, the requirements will be considered again. Commissioner Cooper expressed reservations about approving a first phase, when later ones might be subject to new requirements relative to traffic/parking. Ms. Fard noted that, even though the layout might have changed since, in 2013 the District received approval for a Special Use Permit for the entire site. Commissioner Brown asked if the Center would still be free to the public. Mr. Horsfall said the District accepts donations, but no entrance fee is proposed.

Public comment

David Harms, 22W240 Glen Valley Dr., voiced concerns about obstruction during construction of the sidewalk along Park Blvd. – which he called, “a high-speed county highway” – as well as pedestrian crossings. (Chairperson Loftus said this matter could be noted for the Building Department. Ms. Fard said Public Works would also be involved during construction.)

Commissioner Cooper moved to close the Public Hearing; seconded by Commissioner Dawson, the motion passed by voice vote.

Commissioner Discussion

Though he remarked that the plan “looks incredibly exciting” and lauded the work to help endangered species, Commissioner Cooper said the quality of information received on the project is “incomplete,” and that modifications might be requested for later phases. Acknowledging the schedule pressure, he expressed concern about the fence, but said he is comfortable with it for Phase A purposes. Commissioner Arango indicated she'd like to see the Center grow, but has concerns about traffic and approving variances for only a portion of the entire project scope. Calling the plan is a “magnificent use of green space,” Commissioner Dawson said he is anticipating trail connections. While saying it's unusual that the Commission is “not granting approval on everything,” Commissioner Wyant announced that he would be supportive of Phase A. Stating that she concurred with her fellow commissioners, Commissioner Brown wondered if further changes to animal care protocols could affect the plans. She said it would be nice to see Glen Ellyn recognized in the Center's name.

Chairperson Loftus said he has no issues with the design or materials and that he'd be okay with the screening. He expressed confidence that the permitting process would address construction matters, but declared he'd have no compunction about approving Phase A, yet denying Phases B, C and D if conditions aren't met, and said he hopes the Petitioner takes note of Commission feedback.

Commissioner Cooper moved for the following:

After conducting a public hearing and deliberating on the requests of the petitioner, Karen Gray, on behalf of the Forest Preserve District of DuPage County, for approval of a Special Use Permit, Zoning Variations, and Exterior Appearance, all to accommodate Phase A of the improvements to the Willowbrook Wildlife Center located at 525 S. Park Boulevard, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on August 25, 2022 which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. The project shall be constructed in substantial conformance with the Phase A plans as submitted and the testimony presented at the August 25, 2022 Plan Commission public hearing.
2. That the proposed landscaping on the site shall be installed in compliance with the approved landscape plan and be continuously maintained in perpetuity.
3. That the proposed structures shall be constructed in compliance with the approved Exterior Appearance.
4. The stormwater management plan shall be reviewed and approved by the Village Stormwater Engineer prior to the issuance of a building permit for Phase A.
5. The wetland delineation shall be reviewed and approved by the Village Environmental Engineer prior to the issuance of a building permit for Phase A.
6. The petitioner shall return to the Plan Commission and Village Board for review and approval of the remaining phases of the project.

Seconded by Commissioner Dawson, the motion carried unanimously by roll call vote, as follows: Commissioners Cooper, Dawson, Arango, Brown and Wyant, along with Chairperson Loftus voted, "Yes."

Trustee's Report

Trustee Thompson reported that the Board passed an ordinance regarding the purchase of the US Bank property and will partner with the Park District to bring green space and an event center to downtown Glen Ellyn. The Board, he said, also passed an update to building codes, as recommended by the Building Board of Appeals.

Chairperson's Report

Chairperson Loftus directed the Plan Commissioners to familiarize themselves with the five options that emerged from the charrette process for the Roosevelt Road motel property development.

Staff Report

Emily Rodman reviewed the process for facilitating development of the Roosevelt Road hotel site, reporting that the Village had hired a broker (CBRE) to market the site. She further said that she anticipates a special meeting of the Plan Commission to discuss site concepts, and in response to a request for guidance from Commissioner Cooper, provided Open Meetings Act direction on how to respond to members of the community who approach Plan Commissioners with concerns about the property. Ms. Rodman announced that Atrian Fard was promoted to the Senior Planner position, and that Marty Scott has joined the Village Staff as the new Community Development Director.

Adjournment

Chairman Loftus adjourned the meeting at 9:45 p.m., following passage by voice vote of a motion to adjourn made by Commissioner Brown and seconded by Commissioner Arango.

Respectfully submitted,

Barbara Dutton-Thomas

Recording Secretary



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/22/2022 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Public Hearing
Prepared By: Taylor Gendel, Atrin Fard

**AGENDA ITEM (ID
2022-2636)**

DOC ID: 2022-2636

Public Hearing – 796 Prairie Avenue: Special Use Permit to allow the DuPage County Church of Christ to move their operations to the property where Church of Christ of Glen Ellyn currently operates in the R2 Residential District.

Statement of the Issue:

See attached Staff Report.

Analysis:

See attached Staff Report.

Budget Impact:

N/A

Action Requested:

See attached Staff Report.

Attachments:

1. PC Staff Report 796 Prairie
2. 1. Aerial Photo 796 Prairie
3. 2. Zoning Map
4. 3. Excerpt from the 2001 Comprehensive Plan
5. 4. Excerpt from the 2022 Draft Comprehensive Plan
6. 5. Application 796 Prairie
7. 6. Narrative Statement Submitted 9.7.22
8. 7. Plat of Survey
9. 8. Photos of Church
10. 9. Glen Ellyn Historical Society Timeline
11. 10. Public Hearing Notice - 796 Prairie
12. 11. Section 10_10_14 of the Zoning Code
13. 12. Draft Findings of Fact
14. 13. Draft Motion to Approve

STAFF REPORT

TO: Glen Ellyn Plan Commission

FROM: Atrian Fard, Senior Planner
Taylor Gendel, Associate Planner

DATE: September 16, 2022

FOR: September 22, 2022 Plan Commission Meeting

SUBJECT: Public Hearing – 796 Prairie Avenue – Special Use Permit request for a church to operate on the subject property in the R2 Zoning District

PETITIONER: The petitioner is William Baine Adams, representing DuPage County Church of Christ.

REQUEST: The petitioner is requesting a Special Use Permit to allow the DuPage County Church of Christ to move their operations to the property known as 796 Prairie Avenue where Church of Christ of Glen Ellyn currently operates.

**LOCATION/
ZONING:**

The subject property is located on the southwest corner of Prairie Avenue and Elm Street in the R2 Residential District. The surrounding land uses are as follows:

	<u>Land Use</u>	<u>Zoning</u>
North:	Residential	R2 Residential District
South:	Residential	R2 Residential District
West:	Residential	R2 Residential District
East:	Residential	R2 Residential District

PUBLIC NOTICE: Notice of the public hearing was published in the September 7, 2022, edition of the Daily Herald, mailed to property owners within 350 feet of the subject property, and a placard was placed on the property.

COMP PLANS: The 2001 Comprehensive Plan states that “schools, churches and governmental buildings are distributed throughout the Village, providing attractive visual focal points for various neighborhoods and activity areas. Public sites and buildings should be attractive and well maintained” (Pg 14). While this site is in a residential area, the existing church has been located on the property for many years and if granted a Special Use would be maintained in a similar fashion. The 2022 Draft Comprehensive Plan notes that one objective for the community’s appearance and character is to “preserve sites and buildings with local historic and cultural interest and

value” (Pg 6).

BACKGROUND:

According to the Glen Ellyn Historical Society records, the church building located at 796 Prairie Avenue is the oldest church building in Glen Ellyn. It was built in 1886 by the Free Methodists on the west side of Glenwood Ave. (then Colby Ave.) between Crescent and Pennsylvania. It was moved to its present location in October of 1950 when the building was serving a Baptist congregation. It has served numerous congregations through the years. The Church of Christ of Glen Ellyn has operated in the building since the 1970's.

According to the petitioner's application, the DuPage County Church of Christ has been active in Glen Ellyn since the late 1980's and initially worshiped in members' homes. In the 1990's, the group began renting a classroom at the College of DuPage for worship and that is where they continue to meet to this day.

The DuPage County Church of Christ knows the current owners of the church building at 796 Prairie Avenue well, and the petitioner states that the transaction to purchase the building from them is amicable from both sides. The petitioner notes that the DuPage County Church of Christ's members have been saving for an opportunity to purchase a permanent building for many years. The DuPage County Church of Christ is currently the contract purchaser of the property, and the contract is contingent upon approval of the Special Use Permit.

**PROJECT
SUMMARY:**

The Village Code does not permit churches in the R2 Residential District without approval of a Special Use Permit. Accordingly, the DuPage County Church of Christ is requesting a Special Use Permit to move their operations to the property located at 796 Prairie Avenue in the R2 District where Church of Christ of Glen Ellyn currently operates. Until now the Church of Christ of Glen Ellyn has been operating without a Special Use Permit, as it was established before the current Zoning Code was in place. Therefore, the use of the property has been legal nonconforming.

The DuPage County Church of Christ has 15-20 attendees at each Sunday's worship service which is held from 10:00 am to 12:00 pm. The past membership of the Church of Christ of Glen Ellyn was similar in size. The parking requirement for churches in the R2 District is one parking space for each four seats in the main auditorium. The existing parking lot is not striped but appears to accommodate approximately two tandem rows with 8 parking stalls per row for a total of 16 parking spaces. Given the number of attendees at any worship service, staff believes the existing parking lot would satisfy the minimum parking space requirements.

The petitioner adds that in addition to a permanent place for worship, they appreciate the building's historical value to Glen Ellyn, and they plan to maintain and preserve the building and to improve and update the landscape and all needed or neglected maintenance.

**PLAN
COMMISSION****ACTION:**

The Plan Commission is requested to conduct a public hearing on the request for a Special Use Permit to allow the DuPage County Church of Christ to move their operations to the new location at 796 Prairie Avenue, in the R2 Zoning District, where Church of Christ of Glen Ellyn currently operates and make a recommendation to approve, approve with conditions, or deny the request. Staff has attached Section 10-10-14 of the Zoning Code for the Commission's use in determining if the criteria for granting a Special Use Permit are met.

Staff has prepared draft findings of fact for a recommendation of approval of the Special Use (attached). Plan Commissioners should feel free to modify the findings based upon information provided at the public hearing. If Commission members wish to recommend denial of the request and would like staff to prepare a motion to deny, please contact staff in advance of the meeting. A draft motion to approve has been attached for the Plan Commission's review and use.

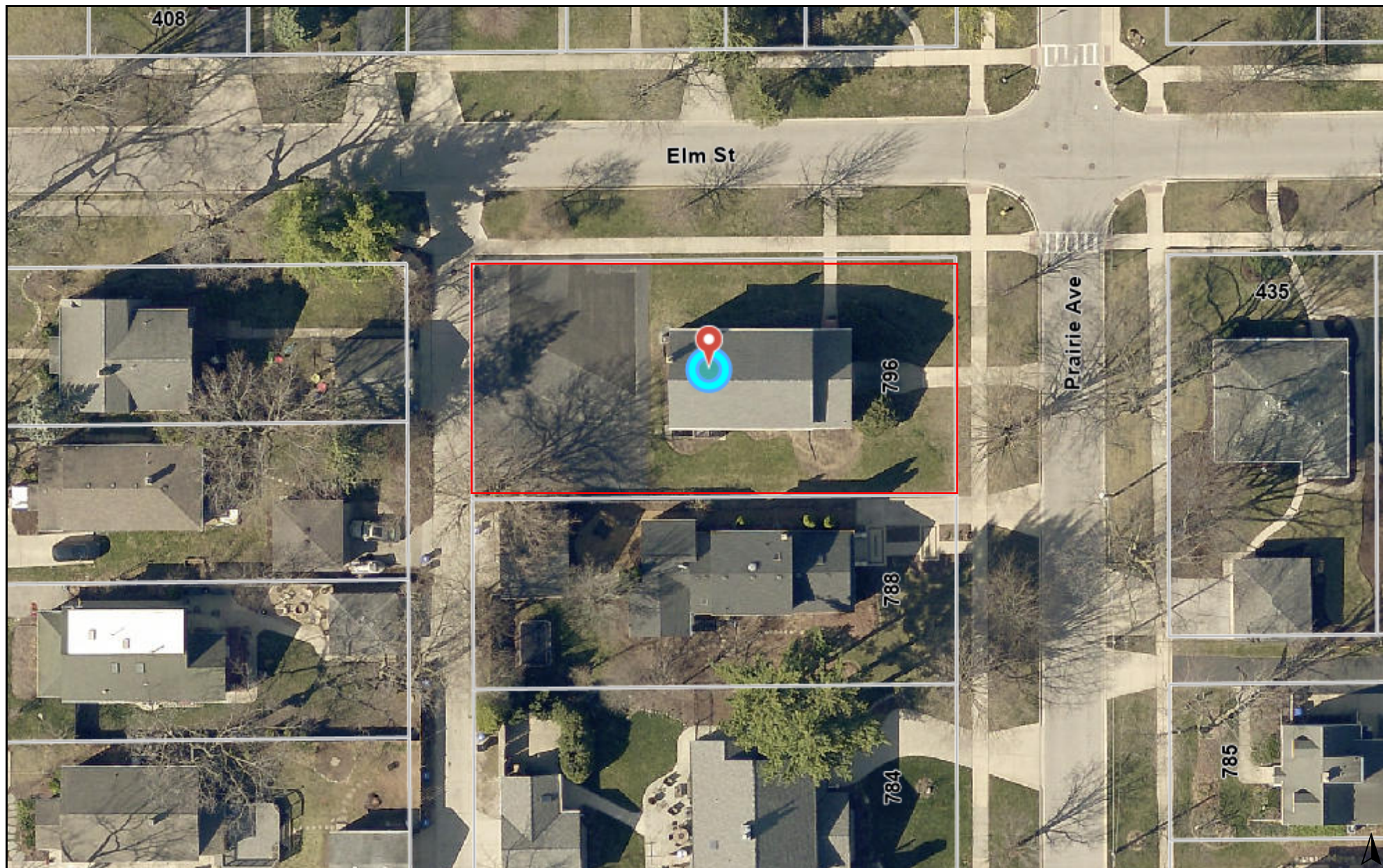
ATTACHMENTS:

1. Aerial Photo of the Site
2. Zoning Map
3. Excerpt from the 2001 Comprehensive Plan
4. Excerpt from the 2022 Draft Comprehensive Plan
5. Petitioner's Application Submitted August 30, 2022
6. Petitioner's Narrative Statement
7. Plat of Survey
8. Photos
9. Glen Ellyn Historical Society Timeline
10. Public Hearing Notice
11. Section 10-10-14 of the Zoning Code
12. Draft Findings of Fact
13. Draft Motion to Approve

CC: William Baine Adams, Petitioner

\\cc-fps1\root\Plandev\PLANNING\DEVELOPMENT PROJECTS\Prairie\Prairie 796, Church, SUP\PC\PC Staff
Report 796 Prairie.doc

GIS Consortium | 796 Prairie Avenue Aerial Map

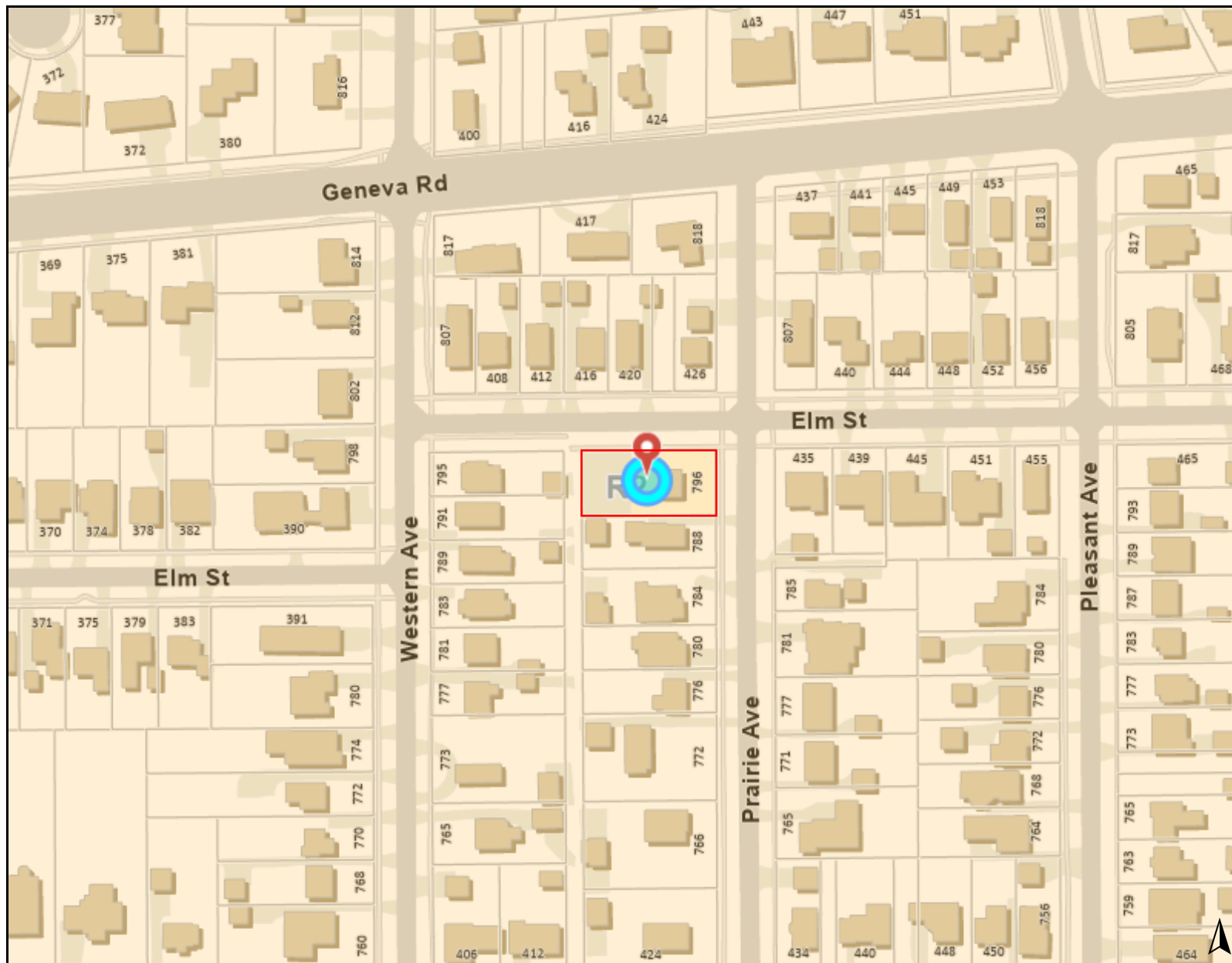


0 50 100
ft

Print Date: 9/12/2022

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**Legend**

Zoning and Development

Zoning

 R2: Single Family Residential District

0 300 600
ft

Print Date: 9/12/2022

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Community Character

Glen Ellyn is an attractive and distinctive community characterized by quality neighborhoods, tree-lined streets, an historic Downtown, an abundance of open space, and a variety of public and institutional amenities. This established "community character" helps distinguish Glen Ellyn from neighboring communities and makes it a desirable place to live, work and do business.

As Glen Ellyn experiences the replacement of existing uses and the redevelopment of existing properties which are typical of a mature community, its traditional character may become threatened. Therefore, it is essential that all improvements and developments be compatible with and complement the Village's existing image and character.

Neighborhoods:

Glen Ellyn developed over a period of many years and its neighborhoods reflect the Village's different stages of development. Older neighborhoods with a small-town atmosphere are located in the central portion of the Village. Many homes in these neighborhoods have historic interest. Newer neighborhoods in the southern portion of the Village are characterized by somewhat larger lots, curvilinear streets and suburban development patterns. Neighborhoods to the north range from old to quite new, and a few have a semi-rural, "countryside" character.

Glen Ellyn's neighborhoods are among its most important visual assets, and neighborhood image and character should be preserved and enhanced. Homes in poor condition should be repaired. Yards, driveways and landscaping should be well maintained. Residential improvements and new developments must be compatible with existing neighborhood character.

Awards might be given to recognize development projects that significantly enhance "community character."

Residential Teardowns:

Glen Ellyn is experiencing a trend common to many mature, affluent communities. It consists of the replacement of existing homes with larger structures. A related trend is the construction of major additions to smaller existing homes.

While residential improvements and new construction are good for the local economy and serve to upgrade the community's housing stock, the Village should ensure that the density and intensity of improvements and new developments complement neighborhood character in terms of bulk, setback, building height and lot coverage.

The Village should continue to monitor residential "teardowns" to determine if additional controls are necessary to protect historic homes and traditional neighborhood character.

Business Districts:

Glen Ellyn's commercial and business areas occupy highly visible locations along the major streets that pass through the community.

While a number of improvements have already been undertaken within Downtown and Glen Ellyn's other business districts, additional projects and improvements should be implemented to further upgrade the appearance of sites, buildings, parking areas and the public right-of-way. See Section 3 of this Plan report for more detail.

Historic Resources:

Glen Ellyn has a number of homes, commercial buildings and public facilities that have historic and/or architectural interest and these add to the charm and character of the community. Historic markers are scattered throughout the community commemorating special sites, events and environmental features.

The Village should consider more formal procedures for recognizing and designating structures and districts with historic value and explore new techniques that could help maintain and preserve these structures for future generations. Property owners should be encouraged to retain and restore historic structures.

Street Corridors:

Street corridors are among the most visible parts of Glen Ellyn and they are major determinants in how the community is perceived by residents, visitors and passing motorists.

While tree-lined streets are a distinguishing feature of Glen Ellyn's neighborhoods, more attractive treatments should continue to be undertaken along key roadways, particularly Roosevelt Road and Route 53. Improvements might include improved sidewalks, new trees and light fixtures, distinctive signage, and underground utilities.

"Welcome" signs have been installed at several locations where roadways enter the Village. More extensive lighting and landscaping treatments might be provided at selected locations. "Pathfinder" signage should also be installed to better direct motorists to Downtown and other activity areas.

Many visitors and passing motorists get their first impression of Glen Ellyn via views from the I-355 Expressway. All development visible from the expressway should be well maintained and attractively landscaped. The Village should work with the Tollway Authority to intensify landscaping along I-355 to help screen and buffer the facility from the adjacent community.

Other Distinguishing Features:

Many other features add to the image and character of Glen Ellyn, including a strong "community spirit," a tradition of volunteerism, and many attractive public and institutional properties.

Numerous parks, open spaces and nature preserves provide unique recreational and visual amenities for residents and visitors. Schools, churches and governmental buildings are distributed throughout the Village, providing attractive visual focal points for various neighborhoods and activity areas.

Public sites and buildings should be attractive and well maintained and new facilities should be designed and located to provide new focal points and landmarks within the community. The volunteer Fire Department is also a source of pride and a factor in Glen Ellyn's special "community character."

The Roosevelt Road corridor has been substantially improved. Several older, marginal properties have been redeveloped for new retail and business uses and new multi-family developments have replaced underutilized buildings behind the commercial uses fronting the corridor. The appearance of the corridor has also been enhanced, including improvements to private properties and the public right-of-way.

Through an area-wide program of historic preservation and compatible new construction, the Stacy’s Corners area has emerged as an attractive northern gateway to the community. Marginal and vacant properties have been replaced with a mix of new neighborhood commercial, residential and public uses.

Glen Ellyn continues to benefit from a superb regional location, and is easily accessible via the interstate highway system, arterial streets and public transportation. Through continued improvements to the Village’s multi-modal transportation network, including enhancements to the Metra station, bus service lines and bicycle paths/lanes, the Village is safe and convenient for pedestrians, bicyclists, and those using alternate forms of transportation.

During the past 10 years, traffic operational conditions have been enhanced along several arterial streets. In addition to traffic enhancements, Route 53 and Roosevelt Road are now more safe and inviting for pedestrians and bicyclists.

A new commuter rail station has been constructed within Downtown and compatible new “transit oriented development” has been undertaken within walking distance of the new station. Roadway and traffic operational improvements have been implemented to address the lengthy delays caused by rail traffic within Downtown and a vehicle and two pedestrian underpasses have improved pedestrian safety.

Glen Ellyn is served by public and private schools which not only provide top-quality educational services, but also serve as focal points for community life and activity. College of DuPage has continued to prosper and now offers even more special facilities, services, cultural activities and programs to local residents. The Village and College continue to work cooperatively to enhance economic development opportunities and foster entrepreneurship in the downtown.

Glen Ellyn is widely recognized as the “Village in the Park”. It maintains a rich variety of parks, open spaces and recreational facilities, and is characterized by tree-lined streets and neighborhoods. During the past 10 years, existing parks have been upgraded, facilities and services for teens have been expanded, and new pocket parks and gathering spaces have been created in the downtown.

Glen Ellyn is known for its outstanding municipal facilities and services. Fire and police protection are highly rated. Village facilities have been modernized and upgraded. The Library incorporates the latest technological advancements and continues to respond to the “informational needs” of local residents.

During the past 10 years, substantial improvements have been made to the public infrastructure, particularly with regard to stormwater management, drainage facilities and street surface conditions. Additional utility lines within the Village’s commercial and residential areas continue to be located underground.

The Village has worked with unincorporated residents and businesses to devise a long-range plan and program for annexation.

While it continues to be comprised of several diverse and recognizable neighborhood areas, a number of programs, services and facilities have been implemented to unite all geographic areas and demographic sectors of Glen Ellyn into a single, unified community. As always, community spirit and “volunteerism” are hallmarks of the community.

The improvements and developments that have occurred within Glen Ellyn during the past 10 years have been the result of significant citizen participation, excellent leadership from Village officials, and a strong partnership between the public and private sectors. Local residents continue to play an active role in formulating planning policies. The Village has undertaken a number of public improvement projects, and has utilized a range of creative techniques to assist the private sector in the implementation of innovative development and redevelopment efforts.

Goals & Objectives

Community Appearance & Character

Goal

An attractive and distinctive community image and identity that builds upon and enhances Glen Ellyn’s unique qualities and characteristics, and distinguish it from surrounding communities.

- **Objective 1:** Maintain and enhance the Village’s “small town” atmosphere and character.
- **Objective 2:** Maintain the attractive tree-lined streets, pedestrian scale and other distinguishing qualities of Glen Ellyn’s existing residential neighborhoods.
- **Objective 3:** Upgrade the image and appearance of existing commercial areas, including buildings, parking lots, signage and the public rights-of-way.
- **Objective 4:** Minimize the visual impact of surface parking areas through perimeter and interior landscaping and placement of parking lots at the rear of buildings.
- **Objective 5:** Screen parking lots from streets using either shrubs, low walls, berms or a combination of materials.

- **Objective 6:** Reinforce and strengthen the traditional role of Downtown as the Village’s centralized, multi-purpose focal point with a unique charm, appeal and historic character.
- **Objective 7:** Undertake design and appearance improvements along the major thoroughfares that pass through the community.
- **Objective 8:** Continue to coordinate with utility companies to move overhead utilities underground to reduce interference with natural elements, enhance service predictability, improve aesthetics, and protect the Village’s mature tree canopy.
- **Objective 9:** Continue to improve and enhance the community gateways through the use of special signage, landscaping and other entry design features.
- **Objective 10:** Design and locate public sites and buildings so that they become focal points and landmarks within the community.
- **Objective 11:** Emphasize Glen Ellyn’s numerous parks and open spaces as distinguishing features of the community.
- **Objective 12:** Preserve sites and buildings with local historic and cultural interest and value.

- **Objective 13:** Continue the “greening” of Glen Ellyn by maintaining existing trees, reforestation and new landscape plantings.
- **Objective 14:** Promote high standards of design and construction for all development within the Village.
- **Objective 15:** Promote continuous collaboration and cooperation between the various districts and agencies serving the Village in order to better unite all parts of Glen Ellyn.
- **Objective 16:** Establish and update boundary agreements with neighboring communities where appropriate.
- **Objective 17:** Sponsor and promote programs, activities, events and celebrations that can stimulate public involvement and participation, foster a strong and unified community spirit and identity, and bring together residents from the various neighborhoods on a regular basis.
- **Objective 18:** Leverage financial incentives to encourage redevelopment and site improvements including TIFs, SSAs, and Village awards.

AUG 30 2022

APPLICATION FOR SPECIAL USE PERMIT

VILLAGE OF GLEN ELLYN

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: August 30, 2022 Application No: _____

Name of Applicant: DuPage County Church of Christ - Non Profit

Address of Applicant: 219 North Main St. Glen Ellyn, IL 60137

Business Phone: _____ Fax: _____

Home Phone: _____ Mobile Phone: (630) 258-2318

Email: daveadams@gmail.com

Property Interest of Applicant: _____

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: _____

Address of Owner: _____

Business Phone: _____ Fax: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Address: _____

Legal Description of Property: _____

796 PRAIRIE Avenue

Glen Ellyn, IL 60137

Permanent Index Number 05-11-100-010

Permanent Index No. (PIN): 05-11-100-010 Zoning: R2

Lot Dimensions: 74 x 152 Lot Area: _____

Present Use: Church

Requested Use/Construction: _____

Estimated Date to Begin New Use/Construction: November 1, 2022

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

MARK Rodriguez - Attorney
Dunsing Commercial Inspection - Jamie Dunsing
Joe Burke - Radon Test

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

The current use is A church. Our Application for this building is A church for worship. The building will hold 120 persons. Our current number of members is 15-20 persons. There is A parking lot that will hold 16-20 parking spots. Worship services will be on Sundays

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:
No changes planned to the current building OR property
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:
No construction planned. The current look and character will remain the same
3. Will not be hazardous or disturbing to existing or future neighborhood uses:
Nothing will change from the current church.

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:

The current facilities and services
will continue from the 1st day
of ownership

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:

No additional requirements are
needed from current status.

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:

Nothing will change from the current
church.

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

The parking lot is more than adequate
for today and future needs.

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:

Nothing changes from current status

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community:

The building is a beautiful structure
and we intend to keep it as
such.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

<u>August 30, 2022</u>	<u>William Baine Adams</u>	<u>William Baine Adams</u>
Date	Print Name	Signature of Applicant

_____	_____	_____
Date	Print Name	Signature of Applicant

_____	_____	_____
Date	Print Name	Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

NARRATIVE
September 7, 2022

My name is William Baine Adams and I am representing the DuPage County Church of Christ. My wife, Katie, and I have been privileged to live in the village of Glen Ellyn for over 30 years starting in 1991 when our son was only 3. The DuPage County Church of Christ, where we are active members, was planted here in the late 1980's and initially worshiped in members' homes. Shortly after we moved to Glen Ellyn we joined the group and began to worship with them in a rented classroom at the College of DuPage where we continue to meet. Our primary contact at the college has been Sandra Carbon Sheldon (Sandra will vouch for our group).

The DuPage Church knows the current owners well and the transaction to purchase the building from them is amicable from both sides. Our members have been saving for an opportunity to purchase a permanent building for many years and when the current owners called to offer us the building, we moved quickly to purchase the property.

The DuPage County Church of Christ has 15-20 attendees each Sunday. Our Sunday worship service is from 10:00 am to 12:00 noon every Sunday. Parking is ample for us with 20 spaces. The existing building and property are zoned R2. This beautiful little structure has been part of the neighborhood since the 1950's when it was moved from downtown Glen Ellyn. In fact, we believe it is one of the oldest churches in Glen Ellyn, built in the 1880's. In addition to a permanent, unique place for worship, we appreciate its historical value to our town, and plan to maintain and preserve the building and improve and update the landscape and all needed or neglected maintenance.

We are under contract to purchase the 796 Prairie Avenue property, needing only the Village Special Use Permit.

We love Glen Ellyn and acquiring this property will realize a long-term goal of our members, as well as, answered prayers. Being long term Glen Ellyn residents who frequent the downtown area often we want to see our village grow and maintain the unique character that makes it special. I am confident the DuPage County Church of Christ will continue to be an asset to the Village of Glen Ellyn. Your consideration is appreciated.

William Baine Adams

PLAT OF SURVEY

D.F.L.S.

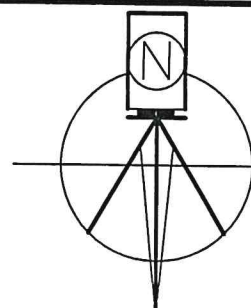
DALE FLOYD LAND SURVEYING L.L.C.

2600 KESLINGER ROAD SUITE A

GENEVA, ILLINOIS 60134

PHONE:630-232-7705 FAX:630-232-7725

E-MAIL: DFLS @SBCGLOBAL.NET

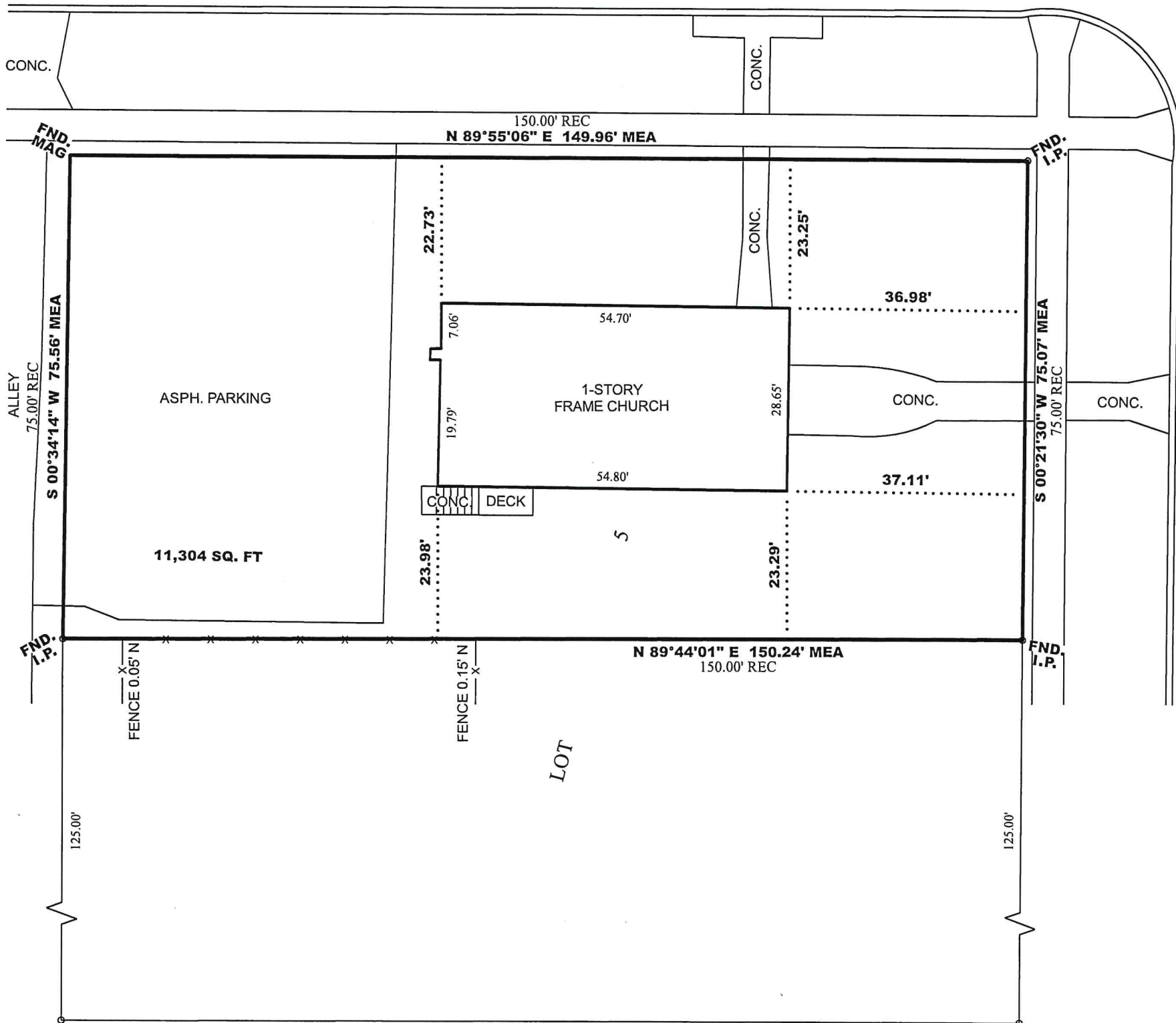


SCALE: 1"=20'

LOT 5 (EXCEPT THE SOUTH 125 FEET THEREOF) IN BLOCK 25 IN GLEN ELLYN ADDITION TO PROSPECT PARK, BEING A SUBDIVISION IN SECTION 11, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JUNE 11, 1890 AS DOCUMENT NO. 42867, IN DUPAGE COUNTY, ILLINOIS.

COMMONLY KNOWN AS: 796 PRAIRIE AVENUE, GLEN ELLYN, ILLINOIS

ELM STREET



PRAIRIE STREET

LEGEND

FND.I.R. = FOUND IRON ROD
FND.I.P. = FOUND IRON PIPE
x FENCE
..... BLDG. TIE
- - - BLDG. LINE
- - - EASEMENT

ASPHALT
CONCRETE
BUILDING

THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

COMPARE ALL POINTS BEFORE BUILDING BY THE SAME AND AT ONCE REPORT ANY DIFFERENCE.

JOB NO. 922-9

License expiration date 11-30-2022

FIELD WORK COMPLETED: 9-13-2022

PREPARED FOR *MAYER & MAYER*

STATE OF ILLINOIS

S.S.

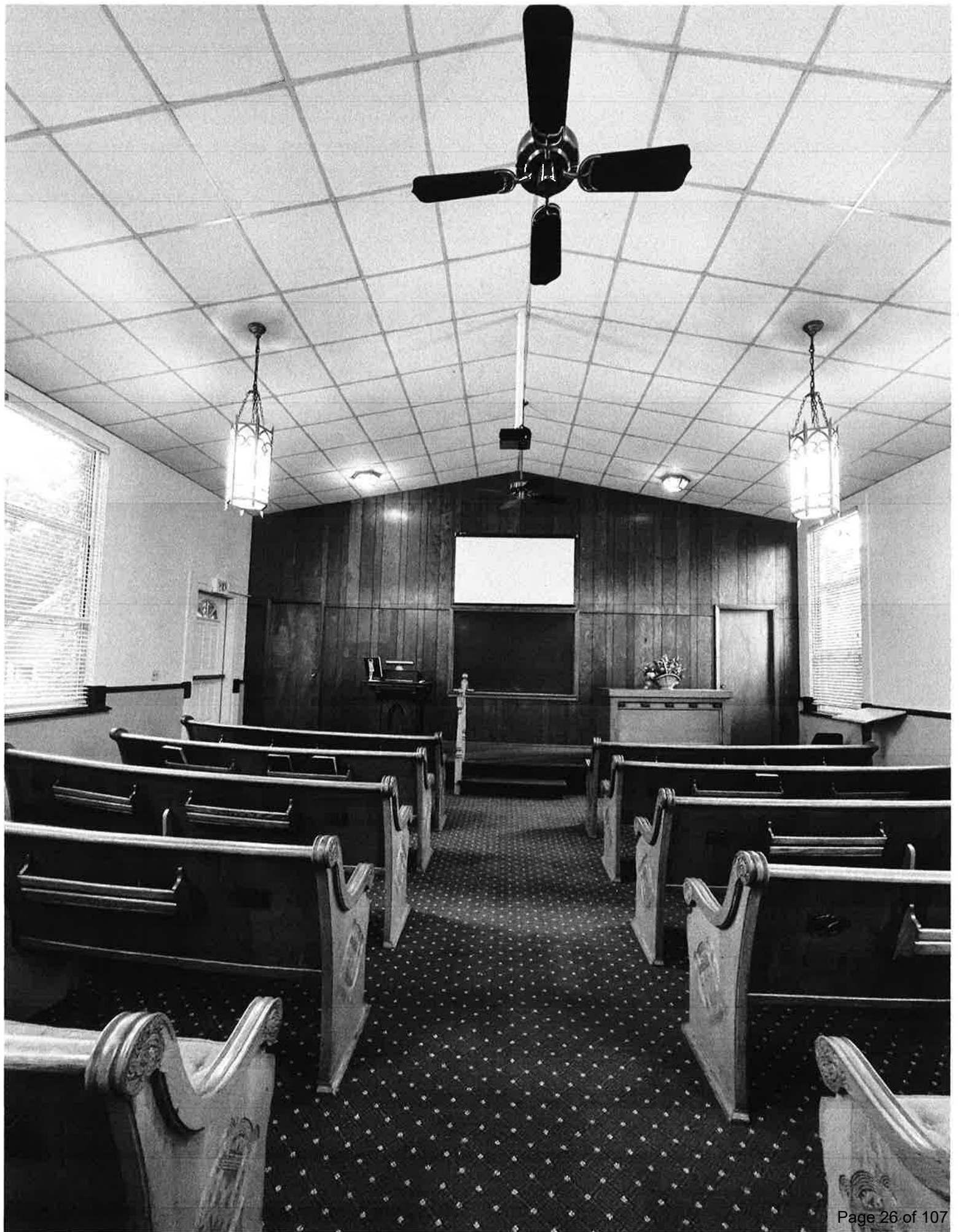
COUNTY OF KANE
WE, DALE FLOYD LAND SURVEYING L.L.C., A PROFESSIONAL DESIGN FIRM, LICENSE NO. 184-007094 DO HEREBY CERTIFY THAT THE ABOVE DESCRIBED PROPERTY HAS BEEN SURVEYED IN THE MANNER REPRESENTED ON THE PLAT HEREON DRAWN.

DIMENSIONS ARE SHOWN IN FEET AND DECIMAL PARTS THEREOF.

GENEVA, ILLINOIS 9-14 A.D. 2022

Thomas J. Sieck, Jr.
ILLINOIS PROFESSIONAL LAND SURVEYOR
NO. 035-003908





History

Church of Christ of Glen Ellyn building at 796 Prairie

Considered the Oldest Church Building in the Village

Free Methodist Church was founded in GE in 1878; in 1880, hired its first resident pastor, Rev. William P. Ferries.

1886 – Free Methodist Church erected a building on the west side of Glenwood Ave. (then Colby Ave.) between Crescent and Pennsylvania, the land given by Winslow Ackerman. Church parsonage built in 1892.

The Free Methodist Church merged with the Baptist Church (organized 1927, included Frank Sheahan of 574 Prairie).

Oct. 1950 – Free Methodist Church building, now known as the Baptist Church, moved to Prairie and Elm

Early 1960's – Pilgrim Congregational Church organized – and later bought the church at Elm and Prairie (Member of the National Association of Congregational Christian Churches)

1974 – Pilgrim Congregational Church moved from the Elm and Prairie church to a larger structure on Hillside near Park (former church building was built and owned by Faith Lutheran). Took their well known bell with them. Glen Ellyn Church of Christ purchases and occupies church building at Elm and Prairie.

NOTICE OF PUBLIC HEARING

William Baine Adams, on behalf of the DuPage County Church of Christ, is requesting a Special Use Permit be approved to allow the DuPage County Church of Christ to continue operating where Church of Christ of Glen Ellyn currently operates, in the R2 Residential District in accordance with Section 10-10-14 of the Zoning Code. The subject property is located at 796 Prairie Avenue, on the southwest corner of Prairie Avenue and Elm Street. No major changes to the exterior of the building or the site are proposed at this time.

Before the Glen Ellyn Village Board can consider the request, the Plan Commission must conduct a public hearing. The Plan Commission will consider the request for the Special Use Permit on **Thursday, September 22, 2022, at 7:00 p.m.** in the Galligan Board Room on the 3rd floor of the Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois, 60137.

The subject property is legally described as follows:

LOT 5 (EXCEPT THE SOUTH 125 FEET THEREOF) IN BLOCK 25 IN GLEN ELLYN ADDITION TO PROSPECT PARK, A SUBDIVISION OF PART OF SECTION 11, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRICIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED ON JUNE 11, 1890 IN BOOK 4 OF PLATS, PAGE 22 AS DOCUMENT 42867, IN DUPAGE COUNTY, ILLINOIS.

PIN: 05-11-100-010

All persons in the Village of Glen Ellyn who are interested are invited to attend the public hearing to listen and be heard. To view plans related to the proposed project, please visit the Village website here: <http://www.glenellyn.org/246/Public-Notice-Portal>. Information related to the request is also available for public review in the Community Development Department at the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the request should be directed to Taylor Gendel, Associate Planner, at (630) 547-5246.

Individuals with disabilities who plan to attend the hearing 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 24 hours in advance of the meeting.

10-10-14. Special uses.

- (A) The development and execution of this title is based upon the division of the Village into zoning districts, within any one of which the use of land and use of buildings are essentially uniform. However, certain uses, because of their unique character, cannot be properly classified in any particular district or districts without consideration in each case of the impact of those uses upon the neighboring lands and upon the public need for the particular use at the particular location. Such uses fall into two categories:
1. Uses operated by a public agency or publicly regulated utilities, which are uses traditionally associated with a public interest, such as parks, recreation areas, public administrative buildings, or the private use of existing public buildings. It is stressed that public uses are associated with the public interest. In the case of a request for a special use by a unit of local government, for a public use within its statutory mandate, the review shall not be based on determining the necessity for the public, mandated use on the specific site but, rather, is for assessing the impact of the proposed public use upon neighboring lands, and upon the Village's streets and utilities; or
 2. Uses entirely private in character, but of such a nature that the operation may give rise to unique problems or benefits with respect to their impact upon neighboring property, public facilities, the Village as a whole or the natural environment or resources;
- (B) A petition or application for a special use shall be filed with the Director, Department of Community Development, and shall contain at least the following information:
1. The name, address and phone number of the applicant, pursuant to section 10-10-10 of this chapter;
 2. Legal description of the property for which the special use is requested;
 3. Description of the existing use of the affected property;
 4. The present zoning district of the affected property;
 5. Description of the proposed special use;
 6. A dimensioned site plan or plat showing at least the location of all buildings, parking areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the Plan Commission may require to determine if the proposed special use meets the intent and requirements of this title; and
 7. A narrative statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of subsection (E) of this section;
- (C) Upon application to the Department of Community Development, the Plan Commission, after giving notice as provided herein and by the Illinois Compiled Statutes, shall conduct a public hearing.
- Due to the public benefit provided by governmental services, it is in the public interest to review the category of special uses to be operated by a unit of local government on a priority basis. The public hearing procedure will be expedited in such cases to the extent permitted by statute;
- (D) Within 90 days after the close of the public hearing on a special use permit application, the Plan Commission shall render written findings of fact and shall submit the same together with recommendations to the Village Board. The written findings and recommendations shall refer to any exhibits containing plans and specifications for the proposed special use, which shall remain a part of the permanent records of the Plan Commission;

-
- (E) The Plan Commission shall not recommend that a special use be granted nor shall the Village Board grant a special use, unless it shall find, based upon the evidence presented to the Plan Commission in each specific case, that the special use:
1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this title;
 2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
 3. Will not be hazardous or disturbing to existing or future neighborhood uses;
 4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
 5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village;
 6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
 7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
 8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
 9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community;
- (F) The Plan Commission may recommend and the Village Board may require such conditions and restrictions upon the premises benefited by a special use as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize injurious effect of such special use upon other property in the neighborhood, and/or to implement the general purpose and intent of this title;
- (G) No special use shall be granted except by ordinance duly passed and adopted by the Village Board after public hearing and written recommendation from the Plan Commission. Without further public hearing the Village Board may grant, deny or amend the recommendation for special use. Every special use which is granted by ordinance of the Village Board shall be accompanied by findings and shall refer to any exhibits containing plans and specifications of the proposed special use, which shall remain a part of the permanent records of the Plan Commission. The findings shall specify the reason or reasons for granting the special use. The terms of relief granted shall be specifically set forth separate from the findings of the ordinance.

(Ord. 3617, 5-8-1989, eff. 6-1-1989; Ord. 6674, 2-25-2019)

**(DRAFT) FINDINGS OF FACT TO SUPPORT A MOTION TO RECOMMEND
APPROVAL OF A SPECIAL USE PERMIT TO ALLOW A CHURCH TO OPERATE AT
796 PRAIRIE AVENUE**

(Draft reasons, taken partially from the petitioner's application packet, as to how the project may comply with the necessary findings have been drafted by Staff; the Commission may wish to consider the findings but should feel free to amend the below reasons to make your own findings of fact based upon information provided at the public hearing).

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code, because no changes have been proposed to the current building or property, and the use will remain a church as it has been in this location since the 1950's.
2. The church will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area because beyond basic maintenance, there is no exterior construction planned and the current church's look and character will remain the same.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because there will be no major changes to the existing church and the existing membership size is comparable to the previous church.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police, fire protection, drainage structure, refuse disposal, water, sewers and schools because the project will not increase demand on public facilities and will operate under the current public facilities and services.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the use of the property will stay the same and the site will not require additional requirements to operate.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the use of the property will not change and the number of members will be comparable to the existing church.
7. The development will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the site layout is not changing because of the special use permit and its current design is functional for

the existing church. The existing parking lot would be adequate for current and future needs of the church.

8. The development will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the property is not at flood risk and there are no changes proposed to the building or the site.
9. The development will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community because there are no major changes proposed to the building or the site that would cause any damage to the character, environment, or community resources. The church is a historic structure and the petitioner intends to preserve it as such.

*X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Prairie\Prairie 796, Church, SUP\PC\9.
Draft Findings of Fact.docx*

**(DRAFT) MOTION TO RECOMMEND APPROVAL OF A SPECIAL USE PERMIT TO
ALLOW A CHURCH AT 796 PRAIRIE AVENUE**

After conducting a public hearing and deliberating on the request of the petitioner, William Baine Adams, for approval of a Special Use to allow a church to locate and operate at 796 Prairie Avenue in the R2 Residential District, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on September 22, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the business be operated in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees.

Motion by: _____ Seconded by: _____



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/22/2022 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Public Hearing
Prepared By: Brad Iwicki, Atrin Fard

**AGENDA ITEM (ID
2022-2637)**

DOC ID: 2022-2637

Public Hearing – 501 Hill Avenue: Special Use Permit to allow Axess Church the use of the tenant space in the Main Street Recreation Center facility at 501 Hill Ave. for church operations.

Statement of the Issue:

Please see attached.

Analysis:

Please see attached.

Budget Impact:

Please see attached.

Action Requested:

Please see attached.

Attachments:

1. PC Staff Report 501 Hill SUP
2. 1. Location and Zoning Map
3. 2. Aerial of Site
4. 3. 1' Contour Map
5. 4. Floor Plan
6. 5. Public Hearing Notice
7. 6. Excerpt from 2001 Comprehensive Plan
8. 7. Excerpt from 2022 Draft Comprehensive Plan
9. 8. Section 10_10_14 of the Zoning Code
10. 9. Petitioners' Application Packet dated 8.9.22
11. 10. Petitioners Narrative Statement
12. 11. Draft Findings of Fact
13. 12. Draft Motion to Approve

STAFF REPORT

TO: Glen Ellyn Plan Commission

FROM: Atrian Fard, Senior Planner
Brad Iwicki, Planning Intern

DATE: September 13, 2022

FOR: September 22, 2022 Plan Commission Meeting

SUBJECT: Axess Church – 501 Hill Avenue – Special Use Permit

PETITIONER: The petitioner is Garrett Avery Black of Axess Church.

REQUEST: Garrett Avery Black is requesting approval of a Special Use Permit in accordance with Sections 10-4-8(B) of the Glen Ellyn Zoning Code to allow the use of the facility at 501 Hill Ave. as a space for Church gatherings, worship, and learning.

PUBLIC NOTICE: Notice of the public hearing was published on September 7, 2022 in the Daily Herald. Notices were mailed to property owners within 250 feet of the subject property and a placard was also placed on the site.

**LOCATION/
ZONING:** The subject property is bounded by Hill Avenue to the north, N. Main Street to the east, Turner Avenue to the south, and Glenwood Avenue to the west. The subject property and all surrounding properties are zoned R2 – Single Family Residential District and are all improved with single-family homes.

COMP PLANS: According to the 2001 Comprehensive Plan, “the Village should continue to offer its residents and businesses top quality community facilities and services” and “promote the reuse of public buildings for new uses that serve and benefit the community as a whole...” (Pgs. 10, 13). The 2022 Draft Comprehensive Plan reiterates these strategies and encourages recreation centers to promote programs that respond to the needs of residents (Pg. 8).

BACKGROUND: The subject property is comprised of eight parcels. The six smaller parcels on the eastern half of the site have been owned and operated by the Glen Ellyn Park District since 1983 and contain a building, playground, half of a basketball court, and a small portion of a parking lot. The two larger parcels on the western half of the site include a large portion of the parking lot and the other half of the basketball court and are owned by Glen Ellyn School District 41. In 2001, Glen Ellyn School District entered into an Intergovernmental Agreement with Glen Ellyn Park District, allowing the Park District to manage, maintain, and fully use the two lots owned by

School District (Ordinance No. 5008-2).

The building on the site is currently occupied by Main Street Recreation Center that contains a registration office for the Glen Ellyn Park District and hosts programming for youth sports, pre-school and kindergarten classes, senior's clubs, and choir rehearsals among others.

**PROJECT
SUMMARY:**

The petitioner, Axess Church, in partnership with Hobson Road Community Church of Downers Grove, would like to locate their Sunday gatherings in a tenant space within Main Street Recreation Center located at 501 Hill Avenue. This space will be leased temporarily until the petitioner finds a more permanent space within the Village in the future. As mentioned above, the subject property is zoned R2 Single-Family Residential District. In this zoning district, use of a space for religious worship requires a Special Use Permit.

According to the petitioner's narrative statement, the church intends to rent the space for gathering, learning, and worship activities on Sundays from 8:00 am to 12:00 pm. The petitioner anticipates 1-2 permanent staff members and 10 volunteers to organize and facilitate 50-100 attendees each Sunday during the first year of church operation.

The subject tenant space is located on the second floor of the recreation center facility with a maximum capacity of 221 people. The proposed space benefits from amenities such as restrooms, safe classrooms for the kids, and an elevator.

The recreation center's parking lot has 74 spaces that will be only used by Axess Church members on Sunday mornings. Per Zoning Code, churches in R2 District are required to provide one parking space for each four seats in the main auditorium. Given the maximum capacity of the subject gathering space, a minimum of 56 parking spaces will be required. The facility's parking lot well meets the minimum parking requirement and appears to be suitable for church's operations. As part of the Special Use request, no exterior modifications to the property are proposed.

**PLAN
COMMISSION
ACTION:**

The Plan Commission is requested to conduct a public hearing to consider the petitioner's request for a Special Use Permit in accordance with Sections 10-4-8(B) of the Glen Ellyn Zoning Code to allow the operation of Axess Church at 501 Hill Avenue in the R2 Residential District. In reviewing the application, the Commission should consider the criteria for granting approval of a Special Use Permit as set forth in Section 10-10-14 of the Glen

Ellyn Zoning Code. The Plan Commission may make a recommendation to the Village Board for approval, approval with conditions, or denial of the request.

Staff has prepared draft findings of fact for a recommendation of approval of the Special Use (attached). Plan Commissioners should feel free to modify the findings based upon information provided at the public hearing. If Commission members wish to recommend denial of the request and would like staff to prepare a motion to deny, please contact staff in advance of the meeting. A draft motion to approve has been attached for the Plan Commission's review and use.

ATTACHMENTS:

1. Location & Zoning Map
2. Aerial of Site
3. 1' Contour Map
4. Floor Plan
5. Public Hearing Notice
6. Excerpt from the 2001 Comprehensive Plan
7. Excerpt from the 2022 Draft Comprehensive Plan
8. Section 10-10-14 of the Zoning Code
9. Petitioners' Application Packet dated August 9, 2022
10. Petitioner's Narrative Statement
11. Draft Findings of Fact
12. Draft Motion to Approve

cc: Martin Scott, Director of Community Development
Garrett Avery Black, Axess Church

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Hill\Hill 501, Axess Church,
SUP\Meetings\PC\PC Staff Report 501 Hill SUP.doc



Legend

Zoning and Development

Zoning

R2: Single Family Residential District

0 200 400
ft

Print Date: 9/2/2022

Notes

Special Use Permit in accordance with Sections 10-4-8(B) of the Glen Ellyn Zoning Code to allow the use of the space as a rental facility for Axes Church gatherings, worship, and learning.

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



0 200 400
ft

Print Date: 9/2/2022

Notes

Special Use Permit in accordance with Sections 10 -4-8(B) of the Glen Ellyn Zoning Code to allow the use of the space as a rental facility for Axess Church gatherings, worship, and learning

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**Legend**

DuPage County

DuPage County 1' 2017 Contours

- Contour Line, Intermediate
- Contour Line, Major

0 200 400
ft

Print Date: 9/2/2022

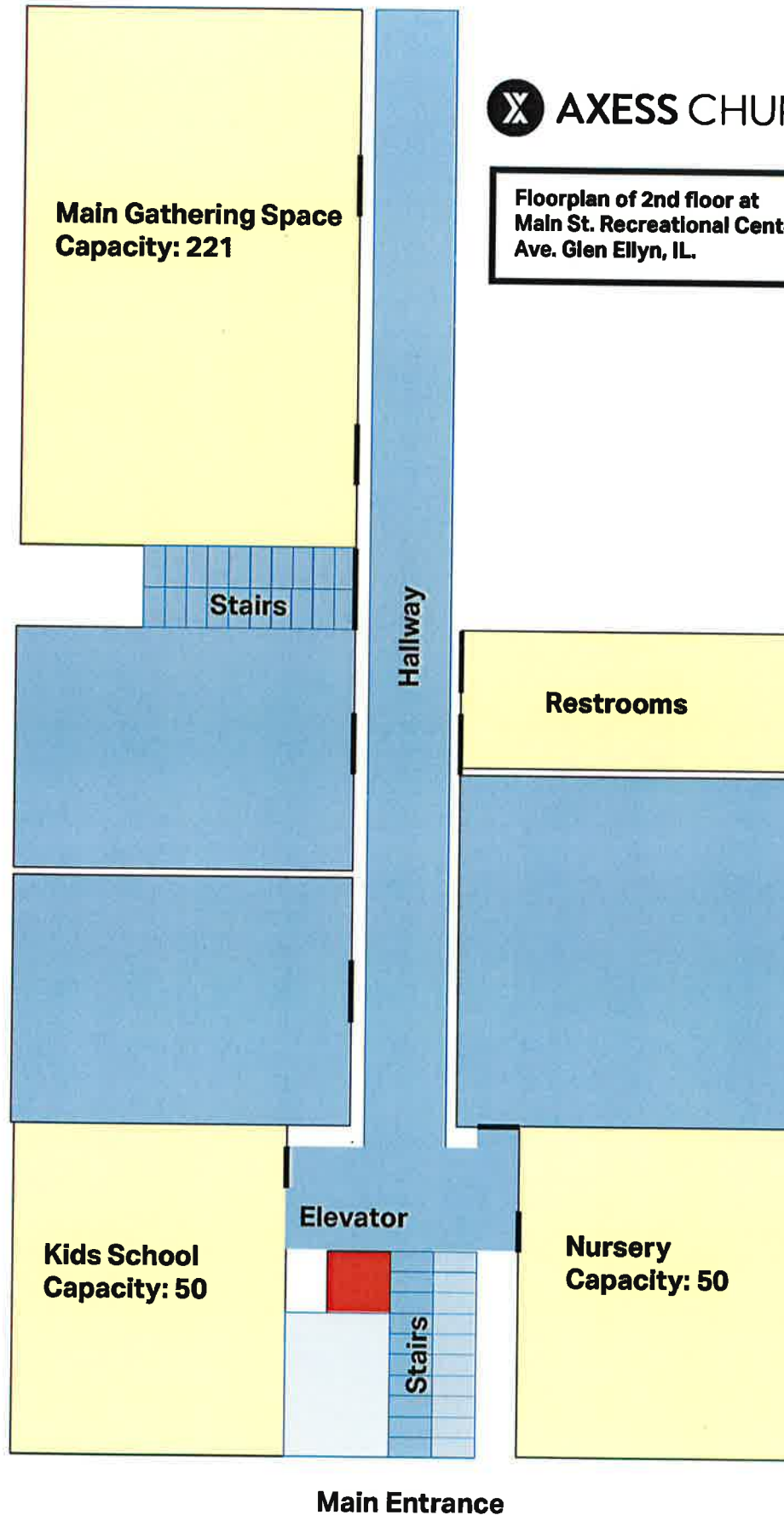
Notes

Special Use Permit in accordance with Sections 10-4-8(B) of the Glen Ellyn Zoning Code to allow the use of the space as a rental facility for Axes Church gatherings, worship, and learning.

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

AXESS CHURCH

Floorplan of 2nd floor at
Main St. Recreational Center, 501 Hill
Ave. Glen Ellyn, IL.



NOTICE OF PUBLIC HEARING

Axess Church, is requesting approval of a Special Use Permit in accordance with Section 10-4-8(B) of the Glen Ellyn Zoning Code to allow a Church to operate within the tenant space at the Main Street Recreation Center at 501 Hill Avenue. The subject property is located on the south side of Hill Avenue just west of North Main Street in the R2 Residential District.

Before the Glen Ellyn Village Board can consider the request, the Plan Commission must conduct a public hearing. The Plan Commission will consider the aforementioned request at a public hearing on **Thursday September 22, 2022 at 7:00 p.m.** in the Galligan Board Room on the third floor of the Glen Ellyn Civic Center, 535 Duane Street, Glen Ellyn, Illinois.

The property is legally described as follows:

LOTS 1 AND 2 IN BLOCK 3 OF TURNER AND MCCLEAN'S SUBDIVISION OF PART OF THE NORTH HALF OF SECTION 14, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 18, 1905 AS DOCUMENT 83929 IN THE RECORDER'S OFFICE OF DUPAGE COUNTY, ILLINOIS.

P.I.N.(s): 05-14-116-003 & 05-14-116-002

LOT 3 AND 4 IN BLOCK 3 OF TURNER AND MCCLEAN'S SUBDIVISION OF PART OF THE NORTH HALF OF SECTION 14, TOWNSHIP 39 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MARCH 18, 1905 AS DOCUMENT 83929 IN THE RECORDER'S OFFICE OF DU PAGE COUNTY, ILLINOIS.

P.I.N.(s): 05-14-116-009, 05-14-116-008, 05-14-116-007, 05-14-116-006, 05-14-116-005 & 05-14-116-004

All persons in the Village of Glen Ellyn who are interested are invited to attend the public hearing to listen and be heard. Information related to the request is available for public review in the Planning and Development Department of the Civic Center, 535 Duane Street, Glen Ellyn, Illinois. Questions related to the request should be directed to Brad Iwicki, Planning Intern, at biwicki@glenellyn.org or 630-547-5241. All public comments received by 4:30 pm on Thursday September 22, 2022 will be read into the record at the public hearing.

Individuals with disabilities who plan to attend the hearing 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 24 hours in advance of the meeting.

16. Consider the desirability of annexing nearby commercial and business areas, as well as vacant and underutilized properties with commercial development potential.
17. Discourage additional “strip” commercial development within the Village.
18. Encourage the combination and consolidation of small commercial lots to enhance opportunities for coordinated improvements and new developments.
19. Enhance the high-speed communications capacity available to businesses within the community, including fiber optic connections.
20. Promote Glen Ellyn as a desirable, highly accessible and viable location for new commercial property investment and development.
21. Ensure that adequate storm-water management provisions are included in all new commercial developments.

Policies and guidelines related to “commercial areas” are presented on pages 18 and 19, as well as in the *Target Area Plans* (page 39).

TRANSPORTATION

Goal:

A balanced transportation system that provides for safe and efficient movement of vehicles and pedestrians, reinforces surrounding development patterns, and enhances regional transportation facilities.

Objectives:

1. Use traffic calming and other techniques to minimize localized traffic congestion, address safety and operational problems, and reduce neighborhood traffic speeds within the community.
2. Minimize non-local and commercial traffic within residential neighborhoods.
3. Address the traffic delays, noise impacts and safety concerns caused by rail traffic within the Downtown.
4. Promote an improvement program for Route 53 that complements adjacent land development, enhances the Village’s image and character, and is safe and convenient for bicyclists and pedestrians as well as motorists.
5. Maintain and improve the condition of street surfaces throughout the Village.
6. Encourage the provision of adequate parking for all activity areas.
7. Create a comprehensive system of bicycle facilities and pedestrian walkways which enables safe and convenient movement within the Village and connects with nearby regional systems and facilities.
8. Promote convenient public transportation services within the Village, and between the Village and other nearby communities and destinations.
9. Promote continued improvement and enhancement of the Metra commuter station as an important community asset.

Policies and guidelines related to “transportation” are presented on pages 32 and 33, as well as in the *Target Area Plans* (page 39).

COMMUNITY FACILITIES

Goal:

A system of community facilities that provides for the efficient and effective delivery of public services and enhances the Village as a desirable place in which to live and do business.

Objectives:

1. Maintain effective fire and police protection throughout the Village.
2. Cooperate with the various public and private schools and districts to maintain adequate school sites and facilities within the Village.
3. Maintain the Library as an important focal point and resource for the community.
4. Provide adequate water supply, water distribution and sanitary sewer systems throughout the Village.
5. Improve stormwater management and upgrade storm sewer facilities throughout the Village.
6. Encourage the development of consolidated stormwater management facilities to address area-wide impacts.
7. Ensure effective stormwater management so that new residential and non-residential development does not adversely impact adjacent or nearby properties.

8. Maintain adequate sites and facilities for all Village services; undertake expansion and replacement programs as necessary.

9. Promote the re-use of surplus or outdated public buildings for new uses that benefit the community as a whole.

10. Ensure that all community facility sites and buildings are sound, attractively maintained and compatible with surrounding neighborhoods and development areas.

11. Develop a program for burying overhead cables and utility lines within the Village.

12. Provide special facilities and services for teens, senior citizens, the handicapped and other special needs groups.

13. Cooperate with and support the College of DuPage as a major community amenity and attraction.

14. Consider the need for and desirability of new community facilities that will serve the needs and desires of local residents and businesses.

15. Emphasize facilities, services and programs at locations that serve the entire community and can bring together and unite residents from all of the Village's neighborhood areas.

Policies and guidelines related to "community facilities" are presented on pages 30 and 31; policies and guidelines related to "public utilities" are presented on pages 34 and 35.

PARKS, RECREATION and OPEN SPACE

Goal:

A park and open-space system that meets the recreational and leisure needs of Village residents, and enhances the overall image and character of the community.

Objectives:

1. Promote continued cooperation between the Village and the various park and school districts in the provision of recreational programs and facilities.

2. Encourage a local park system that complements the regional recreational and open space opportunities located within and near the Village.

3. Provide and encourage recreational facilities and programs that respond to the needs of Village residents.

4. Improve and expand programs, facilities and services for teens.

5. Continue to upgrade existing parks and recreational facilities; undertake improvement and replacement programs as required.

6. Encourage the provision of new open spaces throughout the community, particularly in neighborhoods with current open space deficiencies.

7. Promote new plazas and other public open spaces within Downtown and other commercial and business areas.

8. Explore the open space potential of vacant lots and other underused parcels.

9. Preserve the environmental corridor adjoining the East Branch of the DuPage River for aesthetic and recreational purposes, wildlife habitat and flood plain protection.

10. Encourage that sites for future parks or green spaces are provided as a part of any large-scale new residential developments.

11. Continue to preserve significant natural environmental and open space resources throughout the Village.

12. Undertake more extensive landscaping and "greening" programs along major street corridors, and consider these corridors integral parts of the local open space system.

13. Expand, upgrade and promote the use of pedestrian and bicycle paths to provide access to and connections between schools, parks, forest preserves, the Downtown and other key activity areas.

14. Ensure that all parks and open spaces are adequately and attractively maintained and that reforestation is undertaken as required.

Policies and guidelines related to "parks and recreation" are presented on pages 30 and 31.

Community Wide Plan

The Community-Wide Plan consists of three components: 1) land-use, 2) transportation, and 3) community facilities.

Community-wide recommendations are briefly highlighted below and in Figure 2. More specific policies and recommendations for each component are presented on the pages that follow.

The Community-Wide Plan is supplemented by more detailed recommendations for Glen Ellyn's three "target areas," which are presented in Section 3 of this Plan report. The Target Areas include: a) Downtown Glen Ellyn, b) the Roosevelt Road corridor, and c) Five Corners.

Overview of the Plan:

Glen Ellyn's 1986 Comprehensive Plan focused on the development opportunities afforded by a number of vacant properties scattered throughout the planning jurisdiction.

Most of the vacant sites highlighted in the 1986 Plan have been developed and Glen Ellyn is now essentially a built-up community.

Even though the Community-Wide Plan also addresses the future use of vacant and underutilized land, it has a somewhat different focus from the 1986 Plan. The new Plan focuses on the unique needs of a "mature" community. It strives to maintain and enhance the traditional form, character and distinguishing features of Glen Ellyn, while still promoting high-quality and compatible improvements and new developments in selected locations.

In particular, the new Plan strives to ensure that all replacement, reconstruction and redevelopment—which are essential if a mature, established community is to remain strong and viable—are compatible with, complement and enhance the existing image and character of the Village.

Land Use:

The Community-Wide Plan provides a guide for future land-use and development within the Village. It identifies

which lands should be devoted to residential, commercial and public land uses. It also describes how various land-use areas are to be related and interconnected, and highlights the types of projects and improvements to be undertaken within each area.

Even though Glen Ellyn is primarily a built-up community, there will continue to be demand for a modest amount of new residential, commercial and office development in the future. New development will entail replacement of older existing uses, the redevelopment of marginal and deteriorated properties, and the development of remaining vacant land. In addition, future growth could entail the annexation of currently unincorporated lands, although most of these properties are also developed.

The Plan builds upon the existing land use structure of Glen Ellyn. It strives to reinforce and strengthen the traditional residential character of the community. Single-family residential development should continue to predominate, and the distinctive qualities and characteristics of individual neighborhoods should be enhanced. The current balance of single-family and multi-family housing (which is approximately 60% - 40%) should be maintained.

Commercial uses should continue to be located primarily within Downtown Glen Ellyn, along Roosevelt Road, in the Five Corners area, and along Butterfield Road and North Avenue. Existing commercial areas should be improved and upgraded, and compatible new investment and development should be promoted. Improvements should be made to existing buildings, parking lots and the public rights-of-way.

While Glen Ellyn's planning jurisdiction will continue to have only a limited amount of industrial development, compatible new light industry and "high-tech" uses should be considered within designated business areas.

Transportation:

While Glen Ellyn's roadway system is essentially in place, operational improvements should be undertaken to meet the needs of future development and to preserve and protect the integrity of existing neighborhoods.

The safe and convenient use of transportation corridors by pedestrians, cyclists, public transit and private vehicles should be emphasized. Traffic flow and traffic safety should be improved along key routes without disrupting or adversely impacting adjacent land development or overall community character.

Landscaping and other improvements should be undertaken to enhance the appearance of major roadways.

Adequate parking should be provided to accommodate the needs of Downtown and other commercial areas, with a balance of short-term parking to serve commercial and business patrons and long-term parking to serve employees and commuters.

Community Facilities:

The Village should continue to offer its residents and businesses top quality community facilities and services.

The local parks and recreation system should be enhanced as an important community asset. Existing parks should be improved and upgraded as required. Additional cooperative agreements should be established between the Park Districts, the School Districts and other organizations to enhance the recreational opportunities available to local residents.

The Village should cooperate with public and private schools to ensure that high-quality educational facilities continue to be available. Existing school sites and buildings should be improved and upgraded as required.

Other community facilities, including the Library, the YMCA, fire and police stations, the Civic Center, public works facilities and the College of DuPage, should be improved and enhanced as necessary, and should continue to be important assets of the community.

The Village should continue to upgrade public utilities in order to maintain quality service in the future. Storm water management facilities should be expanded as planned to reduce the adverse impacts of storm water runoff within the community.

Transportation

Goal

A balanced transportation system that provides for safe and efficient movement of vehicles and pedestrians, reinforces surrounding development patterns, and enhances regional transportation facilities.

- **Objective 1:** Maintain and improve the condition of street surfaces throughout the Village.
- **Objective 2:** Consolidate access in large parking areas, including cross-easements in shopping centers and between commercial properties and reduced curb cuts to major arterial roadways.
- **Objective 3:** Create a comprehensive system of bicycle facilities and pedestrian walkways which enables safe and convenient movement within the Village and connects with nearby regional systems and facilities.
- **Objective 4:** Pursue opportunities with neighboring communities and agencies to create pedestrian and bicycle connections to nearby trails and recreation areas.
- **Objective 5:** Encourage the development of a complete side-walk network, bike lanes, bicycle parking facilities and pedestrian amenities (lighting, signage, etc.) where possible.
- **Objective 6:** Promote convenient public transportation services within the Village, and between the Village and other nearby communities and destinations.

- **Objective 7:** Work cooperatively with Pace, Metra, and other agencies to assess and respond to evolving transit user needs in the Village.
- **Objective 8:** Encourage increased Metra ridership through parking accommodation and transit oriented development surrounding the train station.
- **Objective 9:** Replace the Metra commuter station with a new station that incorporates historically sensitive design, and includes a pedestrian underpass to create appropriate pedestrian connections between the north and south sides of the downtown. A plaza facing Crescent Boulevard should be included in the design.
- **Objective 10:** Encourage the inclusion of car share, electric vehicle and bicycle facilities in new development proposals.
- **Objective 11:** Actively monitor, manage and address on-street and off-street parking needs within the Village to ensure adequate and conveniently located parking to serve all current and future land uses.
- **Objective 12:** Reduce parking minimums for both commercial and residential developments within a half mile of the Metra station, with good access to transit, walking and biking.

Community Facilities

Goal

A system of community facilities that provides for the efficient and effective delivery of public services and enhances the Village as a desirable place in which to live and do business.

- **Objective 1:** Maintain effective fire and police protection throughout the Village.
- **Objective 2:** Cooperate with the various public and private schools and districts to maintain adequate school sites and facilities within the Village.
- **Objective 3:** Maintain the Library as an important focal point and resource for the community.
- **Objective 4:** Provide adequate water supply, water distribution and sanitary sewer systems throughout the Village.
- **Objective 5:** Where practically feasible, improve stormwater management infrastructure as part of comprehensive capital improvement projects.
- **Objective 6:** Encourage the development of consolidated stormwater management facilities that provide maximum volume control and water quality benefits and mitigate impacts of development on surrounding properties.

- **Objective 7:** Maintain adequate sites and facilities for all Village services; undertake expansion, improvement and replacement programs as necessary.
- **Objective 8:** Promote the re-use of surplus or outdated public buildings for new uses that benefit the community as a whole.
- **Objective 9:** Ensure that all community facility sites and buildings are sound, attractively maintained, compliant with Village Codes, and compatible with surrounding neighborhoods and development areas.
- **Objective 10:** Develop a program for burying overhead cables and utility lines within the Village.
- **Objective 11:** Provide special facilities and services for teens, senior citizens, the handicapped and other special needs groups.
- **Objective 12:** Cooperate with and support College of DuPage as a major community amenity and attraction.
- **Objective 13:** Consider the need for and desirability of new community facilities that will serve the needs and desires of local residents and businesses.
- **Objective 14:** Emphasize facilities, services and programs at locations that serve the entire community and can bring together and unite residents from all of the Village’s neighborhood areas.

Parks & Open Space

Goal

A park and open space system that meets the recreational and leisure needs of Village residents, and enhances the overall image and character of the community.

- **Objective 1:** Promote continued cooperation between the Village and the various park and school districts in the provision of recreational programs and facilities.
- **Objective 2:** Encourage a local park system that complements the regional recreational and open space opportunities located within and near the Village.
- **Objective 3:** Provide and encourage recreational facilities and programs that respond to the needs to Village residents.
- **Objective 4:** Improve and expand programs, facilities and services for teens.
- **Objective 5:** Continue to upgrade existing parks and recreational facilities; undertake improvement and replacement programs as required.
- **Objective 6:** Encourage the provision of new open spaces throughout the community, particularly in neighborhoods with current open space deficiencies.
- **Objective 7:** Promote new plazas and other public open spaces within Downtown and other commercial and business areas.
- **Objective 8:** Explore the open space potential of vacant lots and other underused parcels.
- **Objective 9:** Preserve the environmental corridor adjoining the East Branch of the DuPage River for aesthetic and recreational purposes, wildlife habitat and flood plain protection.
- **Objective 10:** Encourage that sites for future parks or green spaces be included as a part of large-scale new residential developments.
- **Objective 11:** Continue to preserve significant natural environmental and open space resources throughout the Village.
- **Objective 12:** Undertake more extensive landscaping and “greening” programs along major street corridors, and consider these corridors integral parts of the local open space system.
- **Objective 13:** Use native plant varieties in landscaped areas throughout the Village to improve pollinator habitats.

- **Objective 14:** Expand, upgrade and promote the use of pedestrian and bicycle paths to provide access to and connections between schools, parks, forest preserves, the Downtown and other key activity areas.
- **Objective 15:** Ensure that all parks and open spaces are adequately and attractively maintained and that reforestation is undertaken as required.

10-10-14. Special uses.

- (A) The development and execution of this title is based upon the division of the Village into zoning districts, within any one of which the use of land and use of buildings are essentially uniform. However, certain uses, because of their unique character, cannot be properly classified in any particular district or districts without consideration in each case of the impact of those uses upon the neighboring lands and upon the public need for the particular use at the particular location. Such uses fall into two categories:
1. Uses operated by a public agency or publicly regulated utilities, which are uses traditionally associated with a public interest, such as parks, recreation areas, public administrative buildings, or the private use of existing public buildings. It is stressed that public uses are associated with the public interest. In the case of a request for a special use by a unit of local government, for a public use within its statutory mandate, the review shall not be based on determining the necessity for the public, mandated use on the specific site but, rather, is for assessing the impact of the proposed public use upon neighboring lands, and upon the Village's streets and utilities; or
 2. Uses entirely private in character, but of such a nature that the operation may give rise to unique problems or benefits with respect to their impact upon neighboring property, public facilities, the Village as a whole or the natural environment or resources;
- (B) A petition or application for a special use shall be filed with the Director, Department of Community Development, and shall contain at least the following information:
1. The name, address and phone number of the applicant, pursuant to section 10-10-10 of this chapter;
 2. Legal description of the property for which the special use is requested;
 3. Description of the existing use of the affected property;
 4. The present zoning district of the affected property;
 5. Description of the proposed special use;
 6. A dimensioned site plan or plat showing at least the location of all buildings, parking areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the Plan Commission may require to determine if the proposed special use meets the intent and requirements of this title; and
 7. A narrative statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of subsection (E) of this section;
- (C) Upon application to the Department of Community Development, the Plan Commission, after giving notice as provided herein and by the Illinois Compiled Statutes, shall conduct a public hearing.
- Due to the public benefit provided by governmental services, it is in the public interest to review the category of special uses to be operated by a unit of local government on a priority basis. The public hearing procedure will be expedited in such cases to the extent permitted by statute;
- (D) Within 90 days after the close of the public hearing on a special use permit application, the Plan Commission shall render written findings of fact and shall submit the same together with recommendations to the Village Board. The written findings and recommendations shall refer to any exhibits containing plans and specifications for the proposed special use, which shall remain a part of the permanent records of the Plan Commission;

-
- (E) The Plan Commission shall not recommend that a special use be granted nor shall the Village Board grant a special use, unless it shall find, based upon the evidence presented to the Plan Commission in each specific case, that the special use:
1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this title;
 2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
 3. Will not be hazardous or disturbing to existing or future neighborhood uses;
 4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
 5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village;
 6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
 7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
 8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
 9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community;
- (F) The Plan Commission may recommend and the Village Board may require such conditions and restrictions upon the premises benefited by a special use as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize injurious effect of such special use upon other property in the neighborhood, and/or to implement the general purpose and intent of this title;
- (G) No special use shall be granted except by ordinance duly passed and adopted by the Village Board after public hearing and written recommendation from the Plan Commission. Without further public hearing the Village Board may grant, deny or amend the recommendation for special use. Every special use which is granted by ordinance of the Village Board shall be accompanied by findings and shall refer to any exhibits containing plans and specifications of the proposed special use, which shall remain a part of the permanent records of the Plan Commission. The findings shall specify the reason or reasons for granting the special use. The terms of relief granted shall be specifically set forth separate from the findings of the ordinance.

(Ord. 3617, 5-8-1989, eff. 6-1-1989; Ord. 6674, 2-25-2019)



VILLAGE OF GLEN ELLYN

Special Use Permit Application Packet

RECEIVED

AUG 09 2022

VILLAGE OF GLEN ELLYN

RECEIVED

AUG 09 2022

VILLAGE OF GLEN ELLYN

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

**SPECIAL USE PERMIT PROCEDURE
OUTLINE**

1. Pre-application meeting with Community Development Department;
2. Preparation of application packet;
3. Review of packet by Community Development Department staff (recommended);
4. Formal application (submission of packets and fee);
5. Notice in newspaper, notice by letter to surrounding property owners, sign on site;
6. Review by Plan Commission at a public hearing;
7. Preparation of public hearing transcripts or minutes;
8. Review by Village Board at workshop;
9. Action by Village Board at meeting;
10. Adoption of ordinance.

SPECIAL USE PERMIT PROCEDURE

1. **Pre-Application Meeting:** The petitioner should meet with the Village Planner or Director of Community Development for a pre-application meeting to informally discuss the proposed Special Use prior to filling out a formal application. At the pre-application meeting, the petitioner should provide general information that describes or outlines the existing conditions of the site and the proposed Special Use. A request to informally discuss the proposed Special Use with the Plan Commission may be made at this time. The Community Development Department staff will also review the types of required submittals (see item #2), the number of copies required and the approximate length of review time required by the Village.

The petitioner is encouraged to become familiar with the appropriate provisions of the Zoning Code.

2. **Required Submittals:** The petitioner shall prepare the following items for submittal to Village staff:
 - a. **Application:** Completed application for Special Use Permit (form attached and associated fee);
 - b. **Reimbursement of Fees Agreement:** Signed agreement consenting to reimburse the Village for out of pocket expenses incurred in processing the application.
 - c. **Plat of Survey:** A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with contour lines depicting the existing grade and a statement that the property is or is not in the floodplain;
 - d. **Site Plan:** A plan or plat drawn to scale, including a north arrow, address of the site, name of the preparer and date, showing:
 1. Lot line dimensions and lot area;
 2. Existing or proposed grades with contour intervals not in excess of two feet;
 3. Location of any existing and proposed structures on the lot;
 4. Street locations, right-of-way widths and pavement widths;
 5. Location, width and materials of sidewalks, curb cuts and driveways;
 6. Location and size of any sanitary sewer and water lines or septic systems and wells, location of storm sewers;
 7. Location and width of easements;
 8. Location of parking areas, type of surface, dimension of parking spaces and drive aisles;
 9. Location of loading areas, types of surface, dimensions, striping and signing, type of screening;
 10. On-site traffic access and circulation delineated by directional arrows and signs;
 11. Open spaces;
 12. Location of existing and proposed signs;
 13. Location, height and type of existing and proposed lighting;
 14. Location, size and species of existing and proposed landscaping;

- 15. Zoning of subject property and adjacent properties;
- 16. Other data that may be necessary for the review of the application, as determined by the Community Development staff;

- d. Proof of Ownership: A copy of a Guarantee Title Policy or other proof of ownership as approved by the Community Development Department staff;
- e. Disclosure of Interest: If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders, including the names of the officers and directors, should be provided (form attached);
- f. Affidavit of Authorization: A document signed by the owner of the subject property which authorizes the petitioner to represent them for the Special Use request shall be provided (form attached);
- g. Narrative Statement: A description of the existing and proposed use(s) of all structures and land. The statement should evaluate the economic effects of the proposed Special Use and the impacts of such elements as noise, glare, odor, fumes, and vibration on adjoining property. The statement should discuss the general compatibility with existing and proposed uses in the general vicinity and with the recommendations of the Comprehensive Plan; and
- h. Land Use Opinion: A Land Use Opinion from the Kane DuPage Soil and Water Conservation District Board, if required.
- i. Affidavit Affirming No Conflict of Interest

NOTE: Waiver of the required documentary evidence can be granted by the Director of Community Development provided staff determines that the information is insignificant or unnecessary.

NOTE: If the plans accompanying the Special Use application are required to be recorded with the DuPage County Recorder of Deeds, the petitioner should have the surveyor sign a Letter of Authorization (form attached) which designates a representative from the Village of Glen Ellyn as the agent to record the plan.

NOTE: The petitioner should be aware that the requirements outlined herein are the minimum requirements for processing an application for Special Use and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed Special Use meets the intent and requirements of the Zoning Code.

- 3. Preliminary Staff Review: When the petitioner has plans in substantially completed form, it is recommended that a draft copy of all application documents shall be submitted for preliminary review by the Community Development staff. Staff will review the project for compliance with all applicable Village ordinances and will raise any concerns or issues with the proposal. Following review by staff, the petitioner may wish to modify the proposal to respond to staff comments.

4. **Escrow Account for Consultants:** The Village utilizes consultants for engineering, legal and Plan Commission secretarial services. Prior to involving these individuals in the review of a proposed Special Use Permit, the Village requires a petitioner to establish an escrow account to pay the Village consultant costs. The minimum amount of an escrow account is five hundred dollars (\$500). The Director of Community Development may set a higher minimum based on an evaluation of the size of the project and likely expenses associated with the review process. Once the escrow account is established, the Village involves its consultants in the review process as necessary. When invoices are received from the consultants, the Village draws on the account. The developer receives a monthly accounting of the invoices and is requested to replenish the escrow account back to the original amount, when the balance is less than five hundred dollars (\$500). The escrow account is maintained throughout the review and building processes. Once the project is complete, any remaining funds in the escrow account are returned to the petitioner.
5. **Formal Application:**
 - a. Special Use requests require an application fee. Staff will identify the amount of the fee, as determined by the Village Board, at the pre-application meeting. This fee is applied toward project review costs. The fee is payable when formal application is made for a Special Use Permit;
 - b. Upon receipt of the required number of copies of all of the items enumerated above and the application fee, the Community Development staff shall set a date for a public hearing before the Plan Commission on the application for Special Use Permit. The application must be received a minimum of 21 days in advance of the proposed public hearing date;
 - c. Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Community Development staff will place a legal notice in The Glen Ellyn News which will describe the petitioner's request, location of the subject property and the time, date, and location of the public hearing. The staff will also mail a notice of the Special Use request to property owners within 250 feet of the subject property and will cause a sign to be placed on the subject property not less than 15 days prior to the public hearing which announces that a public hearing regarding the subject property will be held. The sign shall remain until completion of the public hearing, after which it will be removed. Jurisdiction of the Plan Commission to hold the public hearing shall not be affected by the absence of a sign, if such absence is not the result of the petitioner; and
 - d. The Director of Community Development, if he/she considers it necessary, may call upon any Village department or official for their review of the proposed Special Use prior to any public hearing. Such review shall be in writing and take no more than ten days.
6. **Staff Review:** The Village Planner or Director of Community Development will review the request for compliance with the provisions of the Comprehensive Plan, Zoning Code and other applicable codes. Staff will also visit the subject property. A staff report, which summarizes the request and presents staff concerns, will be prepared and

submitted to the Plan Commission. The petitioner will be provided a copy of the staff report and the agenda of the Plan Commission meeting.

7. **Public Hearing:**

- a. The Community Development staff will submit the application, staff report and any other supporting documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the second and fourth Thursday of each month, at 7:00 p.m. in the Glen Ellyn Civic Center, 535 Duane Street;
- b. The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for a Special Use Permit in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required, for the petitioner to prepare color versions of the plans (site plan, landscaping, building drawings), mounted for presentation purposes;
- c. The Plan Commission may make a decision at one meeting or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: additional information is deemed necessary; Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; or insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published, however the sign remains on the subject property;
- d. At the close of the public hearing, the Plan Commission will take a roll call vote on the requested Special Use. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation, the Plan Commission must find that the requested Special Use:
 1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan or the Zoning Code;
 2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
 3. Will not be hazardous or disturbing to existing or future neighborhood uses;
 4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed Special Use shall be able to provide adequately any such services;
 5. Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village;

6. Will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
7. Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community.

8. **Final Action:**

- a. Within 90 days after the close of the public hearing, the Plan Commission will submit to the Village Board the minutes or transcripts which contain the Commission's recommendations to the Village Board and summarize what occurred at the public hearing, the exhibits presented and the citizens and witnesses heard;

NOTE: Before the Village Board takes final action and votes on the request, the petitioner must have the escrow account balance brought back to the original amount.

- b. After receiving the minutes or transcripts and supporting documents, the Village Board will schedule the request on a Village Board agenda. The Village Board meets on the 2nd, 3rd, and 4th Monday of each month. The third Monday is a workshop, and the second and fourth Mondays are formal meetings. There is a pre-board meeting before the formal meeting on the 2nd Monday. At the workshop and pre-board meetings, the Village Board discusses and decides what action will be taken on the agenda items for the formal meeting. The petitioner will be informed by Community Development staff at which Village Board workshop or pre-board meeting and formal meeting they are scheduled to be heard. The petitioner or his/her representative must be in attendance at these meetings.
- c. The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested Special Use. Any proposed Special Use that fails to receive the approval of the Plan Commission may be approved by a favorable vote of two-thirds of the Village Board. If a proposed Special Use receives the approval of the Plan Commission, a favorable vote of the majority of the members of the Village Board is sufficient to grant the Special Use. Conditions or restrictions may be required to reduce or minimize injurious effects of Special Uses on other property or to implement the general purpose and intent of the Zoning Code. Action on the requested Special Use will be by an ordinance which is adopted by the Village Board.

- d. After the Village Board votes on the petition, Director of Community Development, Building and Zoning Official and Director of Public Works are informed of the action. If the decision is to approve the Special Use Permit, the petitioner may seek building permits after the ordinance has been approved and signed. A building permit must be applied for within 18 months from the date of the ordinance or the Special Use Permit will become null and void. The Community Development Department will compare plans submitted for permits to the plans that were approved by the Village Board and any conditions applied to the Special Use Permit.

Questions may be directed to the Village Planner at phone number 630-547-5250.

AUG 09 2022

APPLICATION FOR SPECIAL USE PERMIT

VILLAGE OF GLEN ELLYN

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: _____ Application No: _____

Name of Applicant: Garrett Avery Black

Address of Applicant: 2300 Beau Monde Ln. Unit 206, Lisle, IL 60532

Business Phone: _____ Fax: _____

Home Phone: _____ Mobile Phone: 630-229-3705

Email: gblack@axesschurch.com

Property Interest of Applicant: 501 Hill Ave. Glen Ellyn, IL 60137

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: Glen Ellyn Park District

Address of Owner: 185 SPRING AVE GLEN ELLYN IL 60137

Business Phone: (630) 858-2462 Fax: _____

Home Phone: _____ Mobile Phone: _____

Email: support@gepark.org

Address: 501 Hill Ave. Glen Ellyn, IL 60137

Legal Description of Property: _____

LOTS 3 AND 4 IN BLOCK 3 OF TURNER AND MC CLEAN'S
SUBDIVISION OF PART OF THE NORTH
HALF OF SECTION 1+, TOWNSHIP 39 SOUTH, RANGE 10
EAST OF THE THIRD PRINCIPAL MERIDIAN,
ACCORDING TO THE PLAT THEREOF RECORDED MARCH 18, 1905 AS DOCUMENT 83920
IN THE RECORDER'S OFFICE OF DU PAGE COUNTY ILLINOIS.

Permanent Index No. (PIN): 05-14-116-007 Zoning: R2

Lot Dimensions: 400.9 x 360.19 x 401.2 x 359.98 Lot Area: 3.31 acres

Present Use: Park District Recreation Facility

Requested Use/Construction: Rental facility for church use

Estimated Date to Begin New Use/Construction: October 2, 2022

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

Narrative statement is attached

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:
According to the comprehensive plan, recreation facilities should form cooperative agreements with other organizations to expand the recreational options available to residents.
We believe we are a safe, necessary, recreational option for the community.
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:
We will not be modifying any portion of the land or the building for our use.

3. Will not be hazardous or disturbing to existing or future neighborhood uses:
We will gather together, indoors, for worship and learning. Our activity will be peaceful and non-disruptive to the residents near the facility.

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:

We will be using the facilities in the same capacity as the park district, which is adequately served by all the aforementioned civil amenities and services.

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:

Our gatherings will require no additional cost for the village of Glen Ellyn. We are self-sustaining and wish to be a blessing and not a burden to the village and its residents. Additionally, our rental fee will help to further the mission of the park district.

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:

Our use of the property is solely for the space that is already provided and nothing beyond that.

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

We will use the existing parking lot and sidewalk structures.

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:

There will be no modifications to the property.

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community:

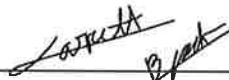
There will be no modifications to the property.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

<u>7/28/22</u>	<u>Garrett Avery Black</u>	<u></u>
Date	Print Name	Signature of Applicant
<u> </u>	<u> </u>	<u> </u>
Date	Print Name	Signature of Applicant
<u> </u>	<u> </u>	<u> </u>
Date	Print Name	Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

OWNERSHIP BY LAND TRUST

Date: _____

Address: _____

Legal Description: _____

TRUSTEE: _____ TRUST NO.: _____

Address: _____

LIST ALL BENEFICIARIES:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

OWNERSHIP BY A CORPORATION

Date: _____

Address: _____

Legal Description: _____

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

LETTER OF AUTHORIZATION

I, _____, Registered Land Surveyor
with the State of Illinois, hereby authorize a representative from the Village of Glen Ellyn to
record the plat(s) or plan(s) prepared by me for:

Signature

Date

IDNR ENDANGERED SPECIES CONSULTATION

An Endangered Species Consultation may be required for your project. If an Endangered Species Consultation is required as part of your application, the Online Ecological Compliance Assessment Tool (EcoCAT) must be completed and a copy of the final report from the Illinois Department of Natural Resources (IDNR) should be included in your Special Use Permit application packet. The online EcoCAT information and application can be found at <https://dnr.illinois.gov/ecopublic/>.

Below is information directly from the EcoCAT Frequently asked Questions, regarding which actions require consultation and which are exempt from consultation.

What actions require consultation?

Any action that will change existing environmental conditions, i.e. anything that disturbs the land, water, or air. Examples include:

- construction
- discharge of pollutants or application of chemicals into the air, water, or land
- dredging any naturally occurring materials
- re-zoning from a non-urban classification to an urban classification (e.g. from agricultural to residential) or a change from one urban classification to another on land not used in its entirety for the original classification
- subdivision and other development plats
- infrastructure alterations (utilities, roads, sewers)
- land management
- alteration, removal, excavation or plowing of non-farmed, non-cultivated areas
- altering existing topography
- annexations
- parks, stream, or lake modifications

What actions are exempt from consultation?

Unless it is evident that they could directly or indirectly affect an endangered or threatened species or a Natural Area, the following actions are exempt from consultation:

- mowing within maintained highway rights-of-way
- routine resurfacing and application of oil and gravel to existing roads
- maintenance or repair of existing structures
- actions under a Department-approved management plan undertaken to maintain or improve natural ecosystem conditions or to re-establish pre-settlement vegetation conditions (such as prescribed burns, spot application of herbicides or brush clearing)
- maintenance of existing lawns, yards, and ornamental plantings
- routine cultivation of agricultural lands
- change of zoning requests for land currently zoned, developed, and used in its entirety for commercial, industrial, or residential purposes

**KANE DUPAGE SOIL AND WATER CONSERVATION DISTRICT
LAND USE OPINION**

A Land Use Opinion from the Kane DuPage Soil and Water Conservation District may be required to be submitted with an application for approval of a Special Use Permit. If a Land Use Opinion is required for your project, the required fee and application should be submitted directly to the Kane DuPage Soil and Water Conservation District. A link to this typing enabled form can be found at <http://www.kanedupageswcd.org/pdfs/LUO/LandUseOpinionApp13.pdf>.

RECEIVED

AUG 09 2022

VILLAGE OF GLEN ELLYN

REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____
Initial Deposit Amount: _____

- I. DESCRIPTION OF PROJECT: Main St. Recreation Center / Axess Church
- II. OWNER:
- A. Owner of Property: Glen Ellyn Park District
- B. Owner's Address: 185 Spring Ave. Glen Ellyn, IL 60137
- C. Owner's Home Phone Number: _____ Fax: _____
- D. Owner's Work Phone Number: 630-858-2462
- E. Owner's E-mail: support@geparks.org
- F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.
- III. PERSON MAKING REQUEST (Petitioner):
- A. Name of Petitioner: Garrett Avery Black
- B. Petitioner's Address: 2300 Beau Monde Ln. Unit 206, Lisle, IL 60532
- C. Petitioner's Home Phone Number: _____
- D. Petitioner's Work Number: 630-229-3705
- E. Petitioner's E-mail: gblack@axesschurch.com
- IV. LOCATION OF PROPERTY:
- A. General Location of Property: 501 Hill Ave. Glen Ellyn, IL 60137
- B. Acreage of Parcel: 3.31 acres
- C. Permanent Index Number(s): 05-14-116-007
- D. Legal Description (Please attach)
- V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the

preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Community Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Community Development Department or by the Plan Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Community Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$300.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Community Development Director for a refund of his or her remaining escrow balance. The Community Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals, issuance of any permits or occupancies, performance of inspections and the

execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.



Petitioner


Owner
Date: 8/9/22

Village of Glen Ellyn

By: _____
Community Development Director

Date: _____

RECEIVED

AUG 09 2022

AFFIDAVIT OF AUTHORIZATION

VILLAGE OF GLEN ELLYN

I, David Mac Donald owner of the property described as
Main Street Recreation

verify that Garrett Black

is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.

David Mac Donald
OWNER SIGNATURE

Subscribed and sworn to before me this

9th day of AUGUST, 20 22
Dane C. Cuny
Notary Public



Affidavit Affirming No Conflict of Interest

RECEIVED

AUG 09 2022

VILLAGE OF GLEN ELLYN

The undersigned, being duly sworn and under oath, states as follows:

1. My name is Garrett Black, and I hold the position of Pastor for Axess Church ("Applicant").
2. I have personal knowledge of all facts stated in this Affidavit, and if called to testify, I could and would testify competently thereto.
3. I am authorized by the Applicant to make the representations and statements in this Affidavit on the Applicant's behalf in support of the application for development approval ("Application") the Applicant filed with the Village of Glen Ellyn ("Village").
4. To the best of my knowledge, and as of the Application's date, no individual that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
5. To the best of my knowledge, and as of the Application's date, no individual that is related to any person that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
6. I will immediately notify the Village if the Applicant learns of the material inaccuracy of any statement within this Affidavit.

Further affiant sayeth naught.

Name: [Signature]

Title: Pastor of Axess Church

Applicant's Name: Garrett Avery Black

Subscribed and sworn to me this

9th day of AUGUST, 2022

[Signature]
Notary Public



Narrative Statement for Axess Church

General Info

Location: 501 Hill Ave. Glen Ellyn, IL 60137

Hours of operation: Sunday gatherings will be held between 8:00am - 12:00pm. Beyond these hours, we will not be using the facilities. At this time, the park district has no other rentals in the facility on Sunday morning. We are paying double the going rate for them to open the building for us only. Additionally, we've been given clearance for full use of the of the parking lot (see attached letter).

Number of staff: There will be 1-2 staff during our gatherings accompanied by approximately 10 volunteers to organize and facilitate our gatherings. This is just for the beginning phase. We hope to expand our volunteers and staff within a year of opening.

Zoning information: The property is currently zoned as R2: single-family residential. Axess Church is seeking a special-use permit for the park district building located at 501 Hill Ave. Glen Ellyn, IL.

Narrative

My name is Garrett Black and I'm the pastor of Axess Church. I have spent most of my life in the western suburbs of Chicago. I'm a graduate of Columbia College in Chicago and of Northern Seminary in Lisle. The opening of Axess Church is in partnership with Hobson Road Community Church of Downers Grove and the leadership of Pastor Dan Martinson, which will function as oversight for three years with the plan of our full autonomy after that. This oversight will assist us in developing as a healthy organization.

For the time being, the space at Main St. recreation is perfect for our gatherings. We anticipate anywhere from 50-100 people each Sunday during our first year of gatherings. With a max capacity of over 200 people, the room being offered gives us ample space to be comfortable and safe. The facilities have convenient amenities such as a large parking lot, restrooms, safe classrooms for the kids, and an elevator for those who need it. We are very excited at the prospect of using this space as we start out in Glen Ellyn and are thankful that it has been offered to us for this purpose.

In the future, we plan on moving out of this space and finding a more permanent building that we can lease or purchase in the Glen Ellyn area. In addition to hosting our gatherings, our dream is that this space can be used for community events. One of our

goals and aspirations is to become integrated with the community of Glen Ellyn. Glen Ellyn is a tight-knitted community and we believe that a permanent space of our own will enable us to further strengthen the community we serve in.

As someone who has spent a considerable amount of time in and around Glen Ellyn, it is my conviction that Axess Church will be a great addition to the vibrant community already present there.

Sincerely,
Garrett Black
Axess Church

**(DRAFT) FINDINGS OF FACT TO SUPPORT A MOTION TO RECOMMEND
APPROVAL OF A SPECIAL USE PERMIT TO ALLOW A CHURCH TO OPERATE AT
501 HILL AVENUE**

(Draft reasons, taken partially from the petitioner's application packet, as to how the project may comply with the necessary findings have been drafted by Staff; the Commission may wish to consider the findings but should feel free to amend the below reasons to make your own findings of fact based upon information provided at the public hearing).

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code, because 2001 Comprehensive Plan encourages reuse of public buildings for new uses and offer top quality community facilities to serve residents. The 2022 Draft Comprehensive Plan also supports promotion of community facilities.
2. The church will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area because there are no exterior or interior modifications to the lot or building for this use and the current facility's appearance and character will remain the same.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because there will be no major changes to the existing facility and the existing parking capacity is sufficient for this type of use.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police, fire protection, drainage structure, refuse disposal, water, sewers and schools because the project will not significantly increase demand on public facilities and will operate under the current public facilities and services.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the church and recreation center will have different hours of operation, which will not need additional requirements to operate.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the hours of operation for the church will not coincide with the existing recreation center and the existing building and parking lot sufficiently address church's demand. The church's events will take place inside the building and will not produce noise, smoke, fumes, glare and odors.

7. The development will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the site layout is not changing because of the special use permit and its current design is functional for the church's use. The existing parking lot would be adequate for current needs of the church.
8. The development will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the property is not a flood risk- and there are no changes proposed to the building or the site.
9. The development will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community because there are no changes proposed to the building or the site that would cause any damage to the character, environment, or community resources.

*X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Hill\Hill 501, Axxess Church,
SUP\Meetings\PC*

**(DRAFT) MOTION TO RECOMMEND APPROVAL OF A SPECIAL USE PERMIT TO
ALLOW A CHURCH AT 501 HILL AVENUE**

After conducting a public hearing and deliberating on the request of the petitioner, Garrett Avery Black, for approval of a Special Use to allow a church to locate and operate at 501 Hill Avenue in the R2 Residential District, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on September 22, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the business be operated in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees.

Motion by: _____ Seconded by: _____



**Glen Ellyn Plan
Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 9/22/2022 7:00 PM
Department: Community Development
Department Head: Marty Scott
Category: Public Hearing
Prepared By: Brad Iwicki, Atrin Fard

**AGENDA ITEM (ID
2022-2638)**

DOC ID: 2022-2638

**Public Hearing – 507 Duane Street: Special Use Permit to allow
Insula Aesthetics, a medical spa, to be located in the C5A Central
Retail Core Subdistrict.**

Statement of the Issue:

Please see attached.

Analysis:

Please see attached.

Budget Impact:

Please see attached.

Action Requested:

Please see attached.

Attachments:

1. PC Staff Report 507 Duane SUP
2. 1. Aerial Photo of the Site
3. 2. Location and Zoning Map
4. 3. 1' Contour Map
5. 4. Excerpt from 2001 Comprehensive Plan
6. 5. Excerpt from 2022 Draft Comprehensive Plan
7. 6. Excerpt from Downtown Strategic Plan
8. 7. Petitioner's Application Packet Submitted August 22, 2022
9. 8. Petitioner's Narrative Statement
10. 9. Floor Plan
11. 10. Section 10_10_14 of the Zoning Code
12. 11. Draft Findings of Fact
13. 12. Draft Motion to Approve

STAFF REPORT

TO: Glen Ellyn Plan Commission

FROM: Atrian Fard – Senior Planner
Brad Iwicki – Planning Intern

DATE: September 15, 2022

FOR: September 22, 2022 Plan Commission Meeting

SUBJECT: Public Hearing – 507 Duane Street – Special Use Permit for a health spa to be located on the subject property in the C5A Zoning District

PETITIONER: The petitioner is Ashley Herman of Insula Aesthetics.

REQUEST: The petitioner is requesting approval of a Special Use Permit in accordance with Sections 10-4-17-1(B) of the Glen Ellyn Zoning Code to allow a health spa to be located on the property known as 507 Duane Street in the C5A Zoning District.

PUBLIC NOTICE: Notice of the public hearing was published on September 7, 2022 in the Daily Herald. Notices were mailed to property owners within 250 feet of the subject property and a placard was also placed on the site.

**LOCATION/
ZONING:** The subject property is located on the south side of Duane Street between Glenwood Avenue and N. Main Street in the C5A Central Retail Core Subdistrict. The surrounding zoning and land uses are as follows: Residential

Surrounding Land Uses:

North: Bank
South: Multi-family
East: Medical Office
West: Medical Office

Surrounding Zoning:

C5A Central Retail Core Subdistrict
C5A Central Retail Core Subdistrict
C5A Central Retail Core Subdistrict
C5A Central Retail Core Subdistrict

COMP PLANS: The 2001 Comprehensive Plan recommends the site have a pedestrian oriented use. This location is listed as an opportunity site in the Downtown improvement guidelines section of the Comprehensive Plan. It states that this site should have “retail and pedestrian-oriented service uses”, “some of the existing structures might be retained and upgraded, particularly the buildings with historic interest at the corner of Main and Duane”. These and additional recommendations relating to the site can be found on pages 48 and 52 of the 2001 Comprehensive Plan (attached).

The 2022 Draft Comprehensive Plan highlights this property as part of the

Downtown South Historic District, approximate to a key intersection, Duane Street and Main Street (Pgs. 15, 21). The 2022 Draft Comprehensive Plan envisions mixed use development for the site with ground floor commercial and top floor residential and service uses (Pg 11).

**DOWNTOWN
STRATEGIC
PLAN:**

The Downtown Strategic Plan indicates that downtown establishments are becoming more service-oriented, and a strategy listed includes increasing Downtown service space. It says that “infusing additional...medical offices and service businesses into the Downtown would increase employment and thus the demand for retail and other services. Businesses and offices are typically daytime consumers; however, they can spill over into evening and weekend consumption as well”. Retail uses should be reserved for the first-floor space in mixed-use buildings. (Pg 8.6 of 8)

BACKGROUND:

The petitioner is requesting a Special Use Permit to allow a health spa to be located at 507 Duane Street in the C5A Central Retail Core Subdistrict. Formerly occupied by Glen Ellyn Orthodontic Associates.

Established in 2021, Insula Aesthetics operates out of a suite at 577 Pennsylvania Avenue in a 130-square-foot single treatment room with a shared waiting area. The current location lacks sufficient space for medical spa retail activities and the large equipment required for business operations. The petitioner would like the opportunity to relocate to 507 Duane Street, which supports the expansion of business operations and allows a larger retail space (up to 25% of the floor plan). The proposed location would maintain Insula Aesthetics’ local clientele base and allow for partnerships with local businesses.

**PROJECT
SUMMARY:**

The business will offer medical aesthetics and other beauty treatments using technology and medication conducted by trained and licensed medical providers. The proposed hours of operation are Monday through Friday from 9:00 AM to 6:00 PM, with availability for mobile or private services on weekends. Once fully staffed, Insula Aesthetics will employ 6 to 12 medical professionals and ancillary staff. Between 3 to 4 staff members will be available day-to-day. Among other things, services proposed at this location would include botox, dermal fillers, laser skin rejuvenation, and chemical peels.

The proposed space is comprised of two treatment rooms with plumbing, one treatment/consultation room, and a lounge area that can be converted into a treatment room. The petitioner indicates that retail will be an essential component of the proposed medical spa. Hence, the unit will be remodeled

to allow for an open retail area at the storefront. Other alterations include fire safety enhancement, new window signage, and exterior façade improvement.

According to the petitioner's narrative statement, medical aesthetics treatments have a substantial market in Glen Ellyn as there are only three other medical spas (with similar operations) nearby in Wheaton and Lombard. The petitioner states that Insula Aesthetics has the potential to become the local destination for medical-grade skincare and services and to have a positive economic impact by attracting clients to Downtown Glen Ellyn.

According to the Zoning Code, accessory off-street parking is not required within the C5A core retail area to minimize disruptive curb cuts and driveways and encourage the consolidation of parking spaces in appropriate locations. Staff believes nearby public parking lots and on-street parking spaces along Duane Street would sufficiently address the business's parking demands.

At this time, the Village Code does not permit health spa on the ground floor in the C5A Central Retail Core Subdistrict by-right and therefore the petitioner is requesting approval of the Special Use Permit that would be required to locate and operate the business at this location.

PLAN COMMISSION ACTION:

The Plan Commission is requested to conduct a public hearing on the request for a Special Use Permit for Insula Aesthetics to locate and operate a health spa in the C5A retail core and make a recommendation to approve, approve with conditions, or deny the request. Staff has attached Section 10-10-14 of the Zoning Code for the Commission's use in determining if the criteria for granting a Special Use Permit are met. Staff has prepared draft findings of fact for a recommendation of approval of the Special Use (attached). Plan Commissioners should feel free to modify the findings based upon information provided at the public hearing. If Commission members wish to recommend denial of the request and would like staff to prepare a motion to deny, please contact staff in advance of the meeting. A draft motion to approve has been attached for the Plan Commission's review and use.

ATTACHMENTS:

1. Aerial Photo of the Site
2. Location and Zoning Map
3. 1' Contour Map
4. Excerpt from the 2001 Comprehensive Plan

5. Excerpt from the 2022 Draft Comprehensive Plan
6. Excerpt from the Downtown Strategic Plan
7. Petitioner's Application Packet Submitted August 22, 2022
8. Petitioner's Narrative Statement
9. Floor Plan
10. Section 10-10-14 of the Zoning Code
11. Draft Findings of Fact
12. Draft Motion to Approve

cc: Martin Scott, Director of Community Development
Ashley Herman, Insula Aesthetics

X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Duane\Duane 507, Insula MedSpa SUP\PC
Staff Report 507 Duane SUP - Draft.doc



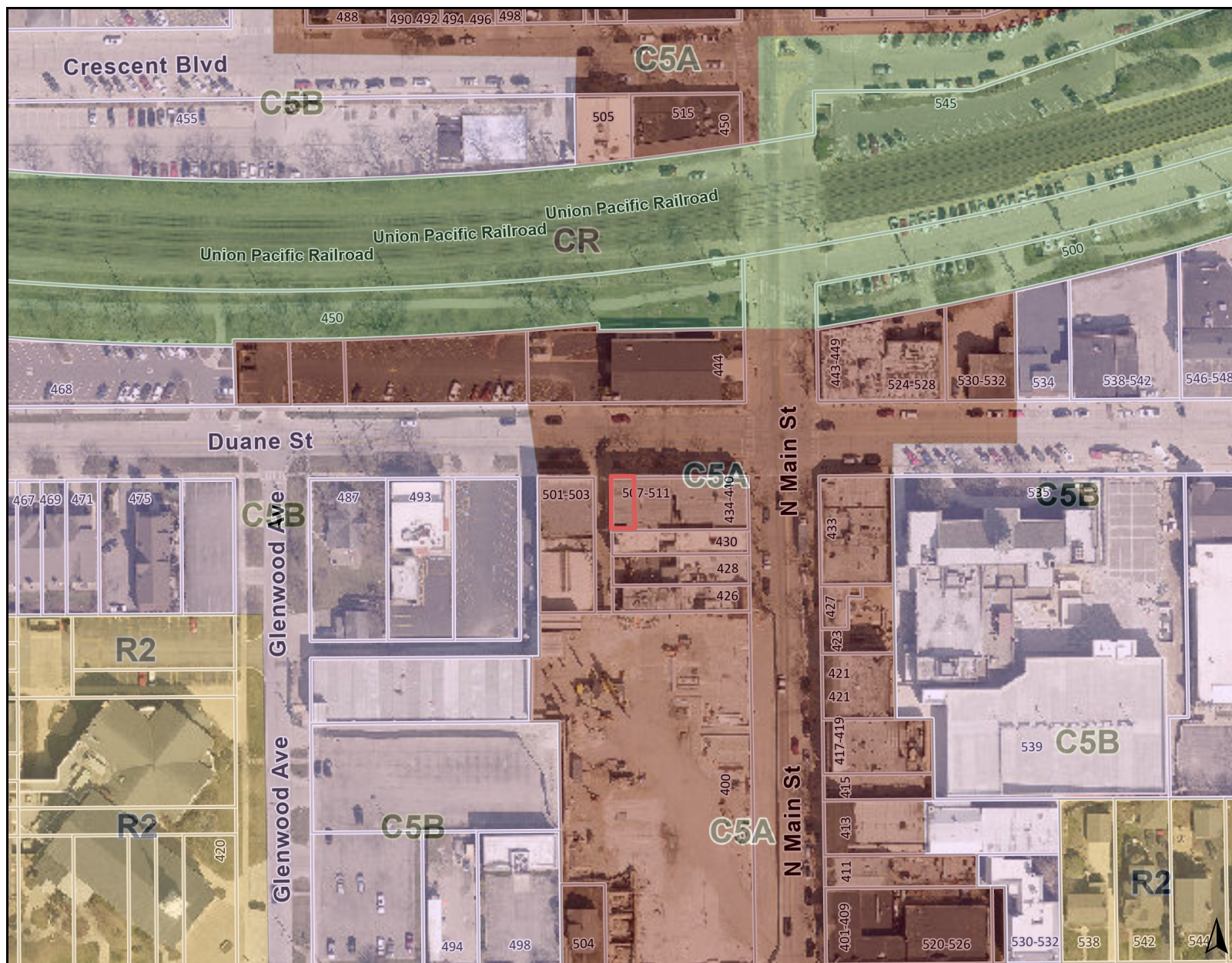
0 200 400
ft

Print Date: 9/2/2022

Notes

Special Use Permit in accordance with Sections 10-4-17-1(B) of the Glen Ellyn Zoning Code to allow the use of the space as a boutique medical spa, Insula Aesthetics

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.



Legend

Zoning and Development

Zoning

- C5A: Central Business District (Retail Core)
- C5B: Central Business District (Service)
- CR: Conservation/Recreation District
- R2: Single Family Residential District

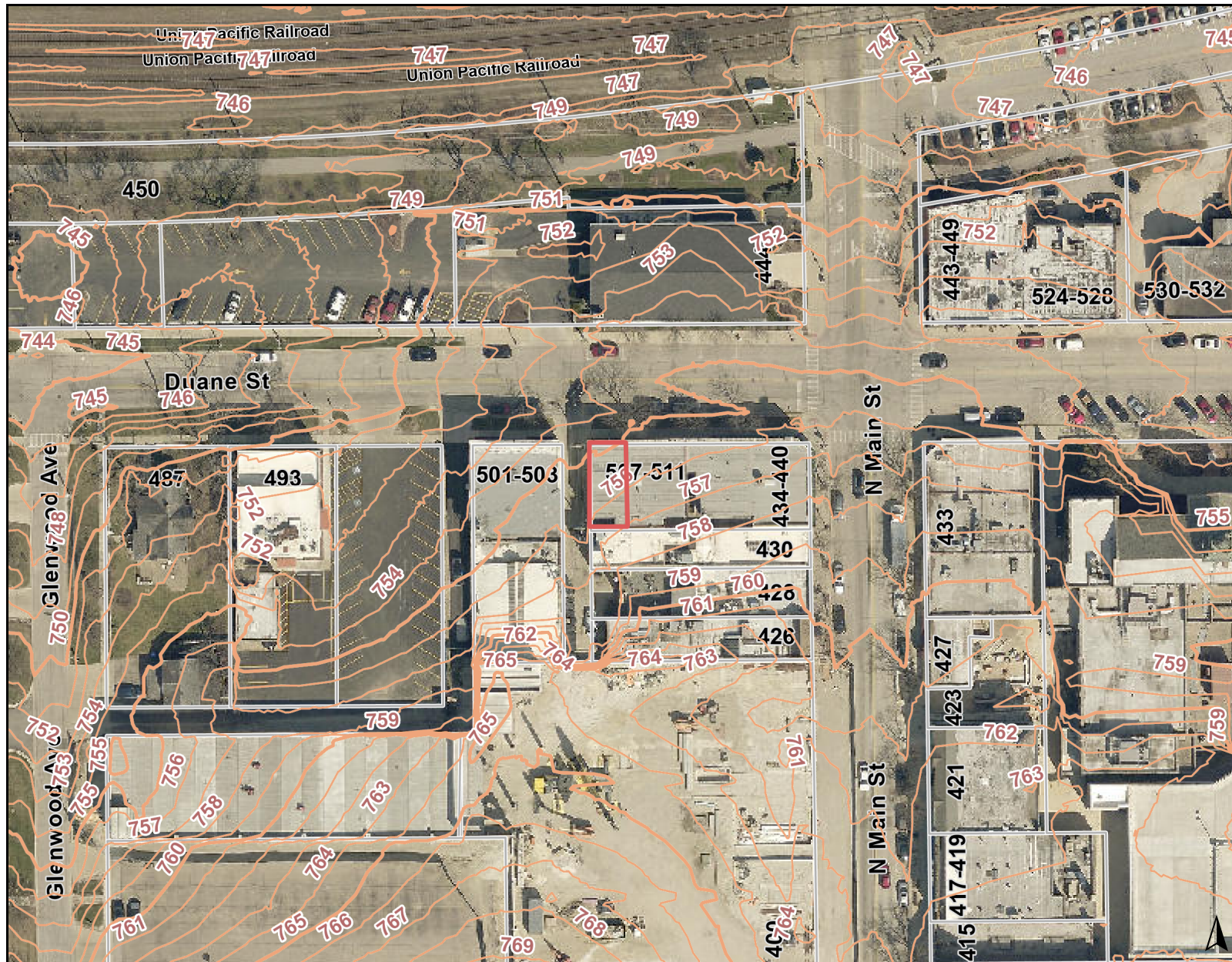
0 200 400
ft

Print Date: 9/2/2022

Notes

Special Use Permit in accordance with Sections 10-4-17-1(B) of the Glen Ellyn Zoning Code to allow the use of the space as a boutique medical spa, Insula Aesthetics

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

**Legend**

DuPage County

DuPage County 1' 2017 Contours

- Contour Line, Intermediate
- Contour Line, Major

0 150 300
ft

Print Date: 9/2/2022

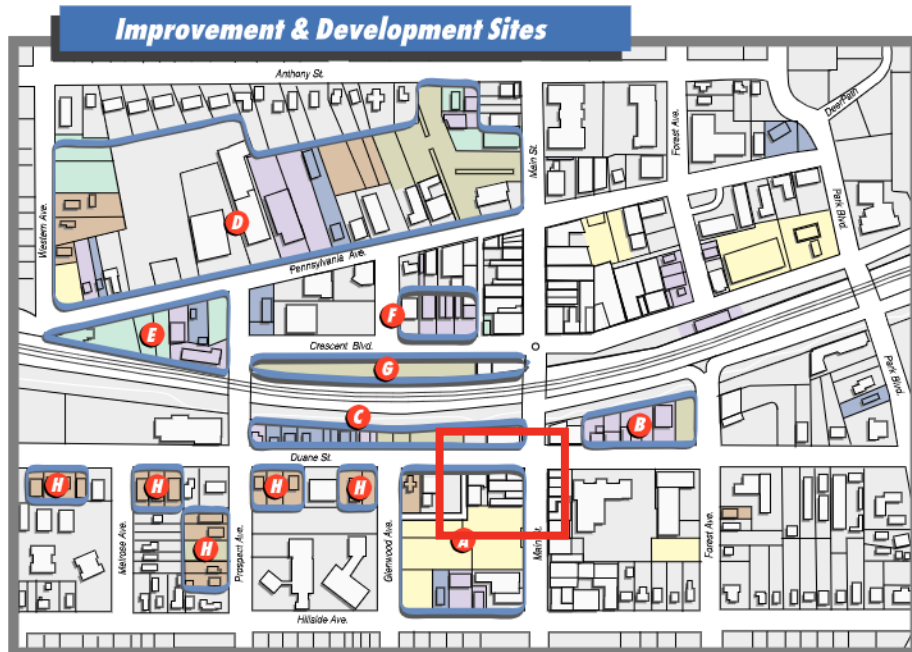
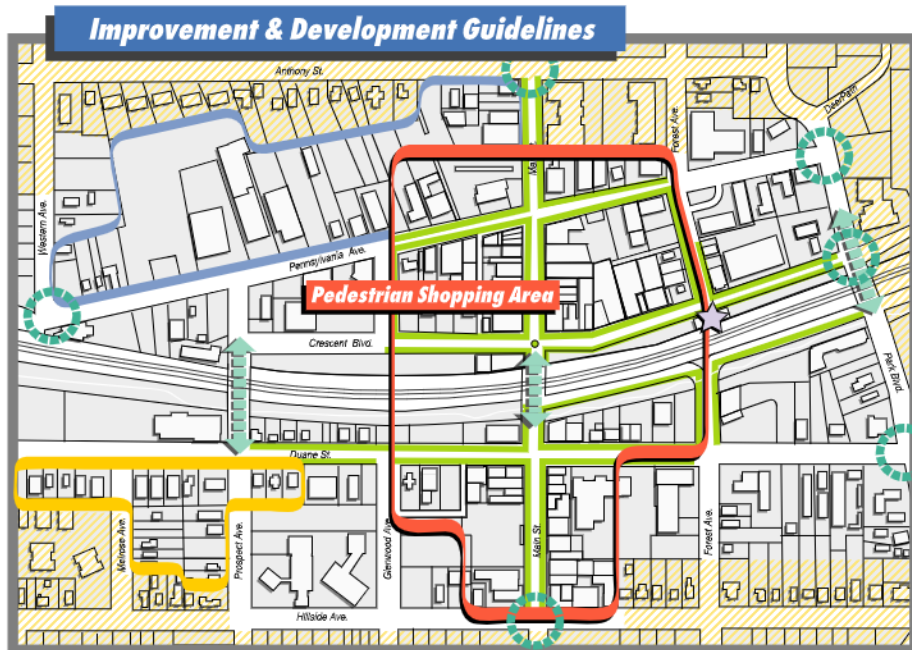
Notes

Special Use Permit in accordance with Sections 10-4-17-1(B) of the Glen Ellyn Zoning Code to allow the use of the space as a boutique medical spa, Insula Aesthetics

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

Figure 13

Downtown: Improvement Guidelines



Improvement Guidelines:

Continue to improve and enhance the heart of Downtown as a pedestrian-oriented shopping and business area.

Reorganize and redevelop the northwest quadrant of Downtown as an attractive and convenient office and service area.

Continue streetscape and other design enhancements, particularly along the east-west streets within Downtown.

Provide "gateway" design features that denote entry into the Downtown and delineate its boundaries.

Work with Metra to replace the existing commuter station with a new Downtown facility.

Improve pedestrian connections between the north and south sides of Downtown.

Promote replacement of older structures with high-quality townhomes and similar multi-family developments.

Maintain, preserve and protect surrounding neighborhoods.

(See text for additional improvement and development guidelines)

Improvement & Development Sites:

Projects either underway or being discussed (see accompanying text).

Vacant buildings and land parcels should be reused or redeveloped.

Marginal and underutilized properties should be reused and upgraded or replaced with new development.

Residential properties that may be subject to redevelopment.

Surface parking lots along the frontage of primary shopping streets should be considered for new development.

Sound and viable businesses that would benefit from building or site improvements.

Clusters of properties that may represent special opportunities for improvement or development (see text).

OPPORTUNITY SITES:

Figure 13 highlights several clusters of properties within Downtown that may represent opportunities for new retail, service, office, and residential or mixed-use development during the 10-year “horizon” of the new *Comprehensive Plan*. The overall type, quality and character of new development to be considered at each location is described below. The Village should continue to review and analyze these sites in the future.

Site A includes the block bounded by Main Street, Hillside Avenue, Glenwood Avenue and Duane Street. It currently contains public and private parking, Giesche Shoes, and several other small commercial and residential properties. This site is already being considered for new development, although no formal proposals have been submitted to the Village.

Site A would be an ideal location for a new mixed-use retail, residential and/or parking project to anchor the south end of Downtown. As much of the block as possible should be combined to accommodate planned new development, including church parking, municipal parking, and the retail and commercial properties along Main, Duane and Hillside.

While the entire block should be combined for planning purposes, some of the existing structures might be retained and upgraded, particularly the buildings with historic interest at the corner of Main and Duane. In addition, several existing uses in this block could become tenants in the new facility.

In general, retail and pedestrian-oriented service uses should be located along the Main Street and Duane Street frontages.

Residential uses might be located along the Hillside frontage, of a scale and character compatible with the existing neighborhood to the south. A small plaza or open space might be considered along Glenwood, across from the entrance to St. Petronille Church.

This project could also include structured parking located in the interior of the block and on the upper levels. Parking should be adequate to serve adjacent churches and new tenants, as well as provide parking support to the surrounding commercial area.

Even though this project could include multiple uses, it should be designed to be in scale and character with existing buildings along Main Street in this portion of Downtown.

Site A is considered to be a key block in Downtown. Redevelopment at this location could become a true “signature” project for Glen Ellyn in the future. It is recommended that the Village approach this project with vision and creativity and not be satisfied with limited or piece-meal redevelopment.

Site B includes the north side of Duane Street, across from the Civic Center. It currently contains several small commercial uses and a municipal parking lot at Forest Avenue.

Site B would be an ideal location for a new retail and pedestrian-oriented service development, perhaps with residential

units or offices on the second floor. As much of this block as possible could be combined to accommodate new development, except for the corner buildings at Main Street, which have historic interest. Several of the existing uses could become tenants in the new facility.

In general, retail and pedestrian-oriented service uses should be located along the Duane Street frontage, with parking to the rear and at the east end of the block. A small plaza or open space might be provided across from the Civic Center, perhaps framed by stores, shops and cafes. A pedestrian linkage should be provided between Duane Street and the Prairie Path, perhaps via an arcade through the new development.

New construction in this location should be designed and scaled to maintain the visual prominence of the Civic Center.

Site C includes the north side of Duane Street, between Main Street and Prospect Avenue. It currently contains Citibank, underutilized parking, and a number of small residential structures, a couple of which have been converted to commercial use.

The limited depth of lots along Duane Street will be a major constraint to redevelopment. Therefore, as many properties as possible might be combined to help create a more useable site for new development.

Site C would be a suitable location for small offices, service establishments, townhouses, and/or surface parking. The small existing residential structures might conceivably be converted



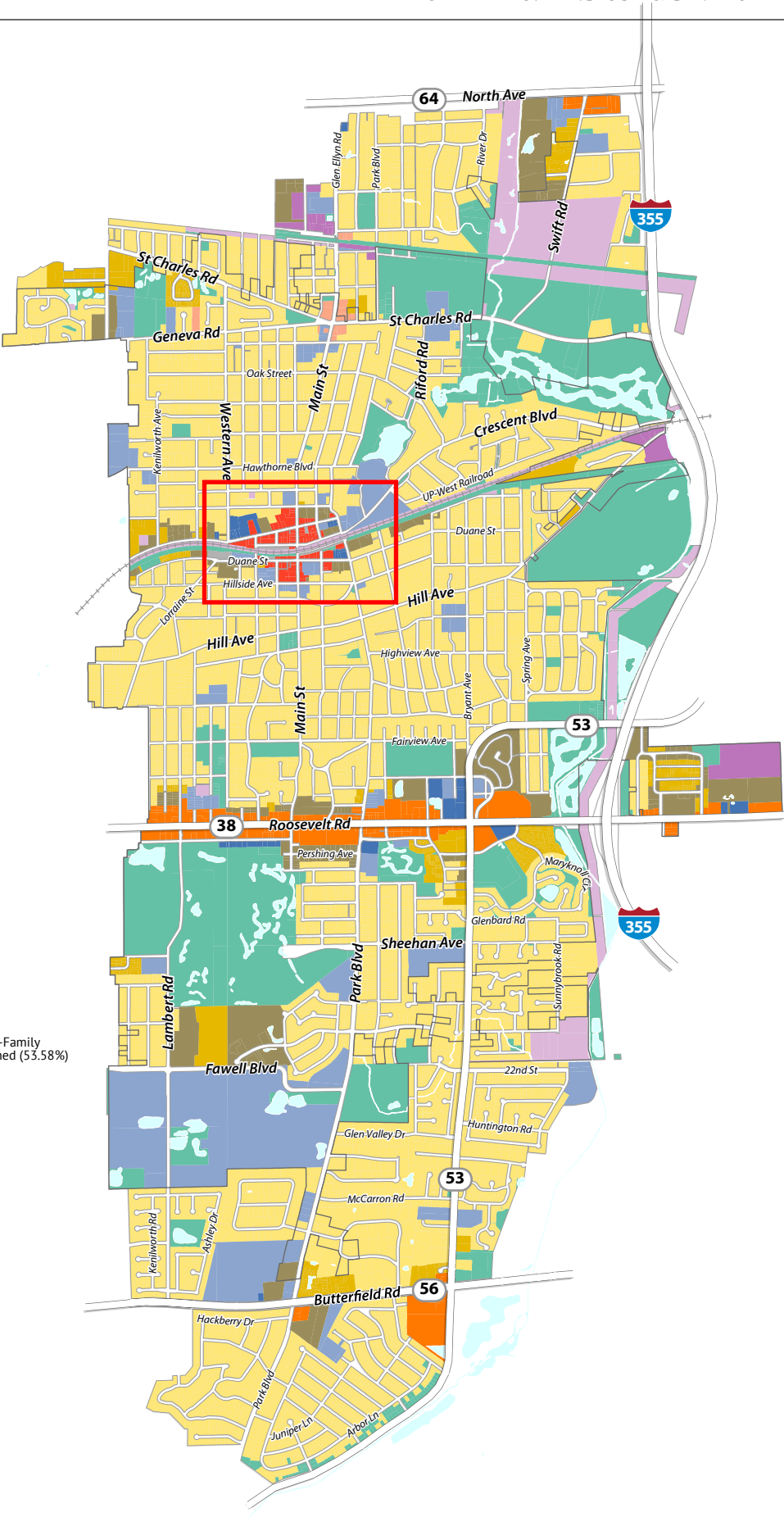
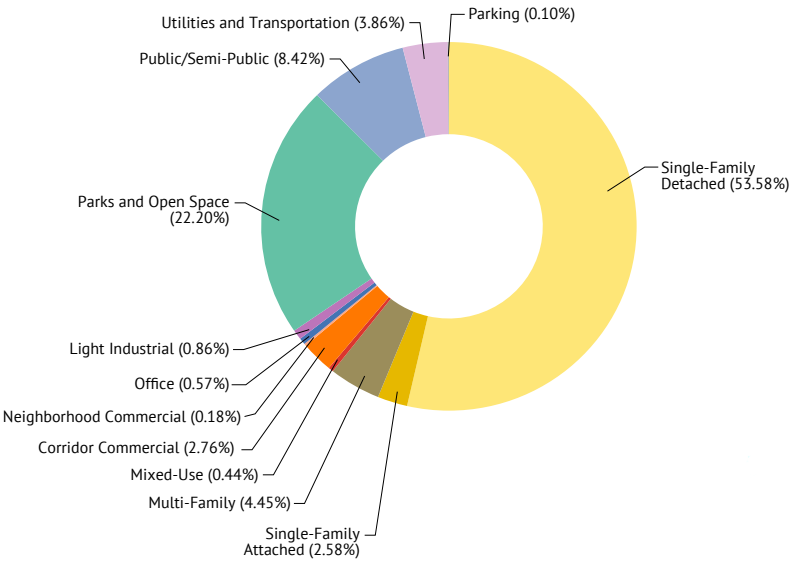
Future Land Use Plan Distribution

The recommendations outlined in the Land Use Plan focuses on the diversification of housing options by increasing single-family attached and multi-family uses. The accompanying Future Land Use Distribution graph displays the projected composition of future land use based on the Plan. Like the existing land use distribution, single-family detached housing will continue to be the predominant use within Glen Ellyn, comprising over 50 percent of the Village's land area (51 percent existing compared to 54 percent proposed). Commercial uses are projected to make up approximately three percent of the Village's area, and mixed-use development is expected to increase through the intensification of Downtown as a mixed-use district. Other land use categories are projected to remain relatively the same.

Future Land Use Plan

- Single-Family Detached
- Single-Family Attached
- Multi-Family
- Mixed-Use
- Neighborhood Commercial
- Corridor Commercial
- Office
- Light Industrial
- Parks and Open Space
- Public/Semi-Public
- Utilities and Transportation
- Parking

Future Land Use Plan Distribution



Presently, residents can file a complaint regarding code enforcement violations through the Village website by filling out an online form. The Village should raise awareness of the form to residents through promotion on water bills, property tax forms, and the social media platforms. In addition, the Village currently uses YourGOV but is transitioning to another application. The application allows residents to report non-emergency issues, such as potholes, graffiti, and sidewalk condition. The Village should consider expanding topics covered by the platform to address property maintenance issues.

Appearance Review Guidelines

The Appearance Review Guidelines, adopted in 2006, provide recommendations for desirable architecture and landscape design within the Village. The guide should be evaluated to ensure recommendations are still reflective of community appearance priorities. Including some local architects in the review group would be beneficial. Updates should also be considered such as providing guidelines to remove invasive species.

Residential Areas Framework

The following items identify key residential infill areas of focus where future higher-density residential development should be encouraged.

- 1 **Swift Road.** Currently semi-rural detached single family housing occupies areas on the east side of Swift Road. Provided that infrastructure can be enhanced to accommodate additional density, the area is appropriate for additional single-family attached and smaller lot single-family detached housing, with higher density along Swift Road frontage.
- 2 **Ice Arena.** Located within the Village's planning area, the properties surrounding the Center Ice of DuPage ice arena are currently composed of single-family detached homes or open space. There is opportunity to develop this area into higher density residential uses, such as single-family attached units.
- 3 **Bloomingdale Road.** The large lot single-family detached properties and vacant, wooded areas at the southeast corner of Bloomingdale and St. Charles Road have the potential to be redeveloped into single-family attached units. Such development should be mindful of the wetlands in the adjacent Churchill Park. The aging single-family detached properties along Trails End Road also present an opportunity to be comprehensively redeveloped into single-family attached units.

- 4 **Stacy's Corners.** The vacant lots and large lot single-family detached property along Forest Avenue should be considered for single-family attached units that fit the character of the surrounding residential neighborhood. This would benefit the diversification of housing types and provide a buffer from the adjacent neighborhood commercial uses fronting Main Street. Properties along the north side of St. Charles Road between Main Street and Forest Avenue could be commercial.
- 5 **Union Pacific Railroad and Illinois Prairie Path.** Currently a vacant, wooded site. If issues related to access, topography, and stormwater management can be addressed, attached single-family or detached single-family development is recommended.
- 6 **Hill and Golf Avenue.** Currently a vacant, wooded site, this site would be appropriate for attached or detached single-family development.
- 7 **West Downtown.** Currently a mix of multi-family. Although some of the housing is dated and may be subject to replacement, potential exists to renovate existing multi-family. Multi-family development that matches the character of nearby development would be appropriate.
- 8 **Western Duane Street.** Aging homes and multi-family development currently exist that are susceptible to replacement. Encourage single-family attached and multi-family housing that would compliment the Downtown. New housing should be of a similar scale and character to nearby development.

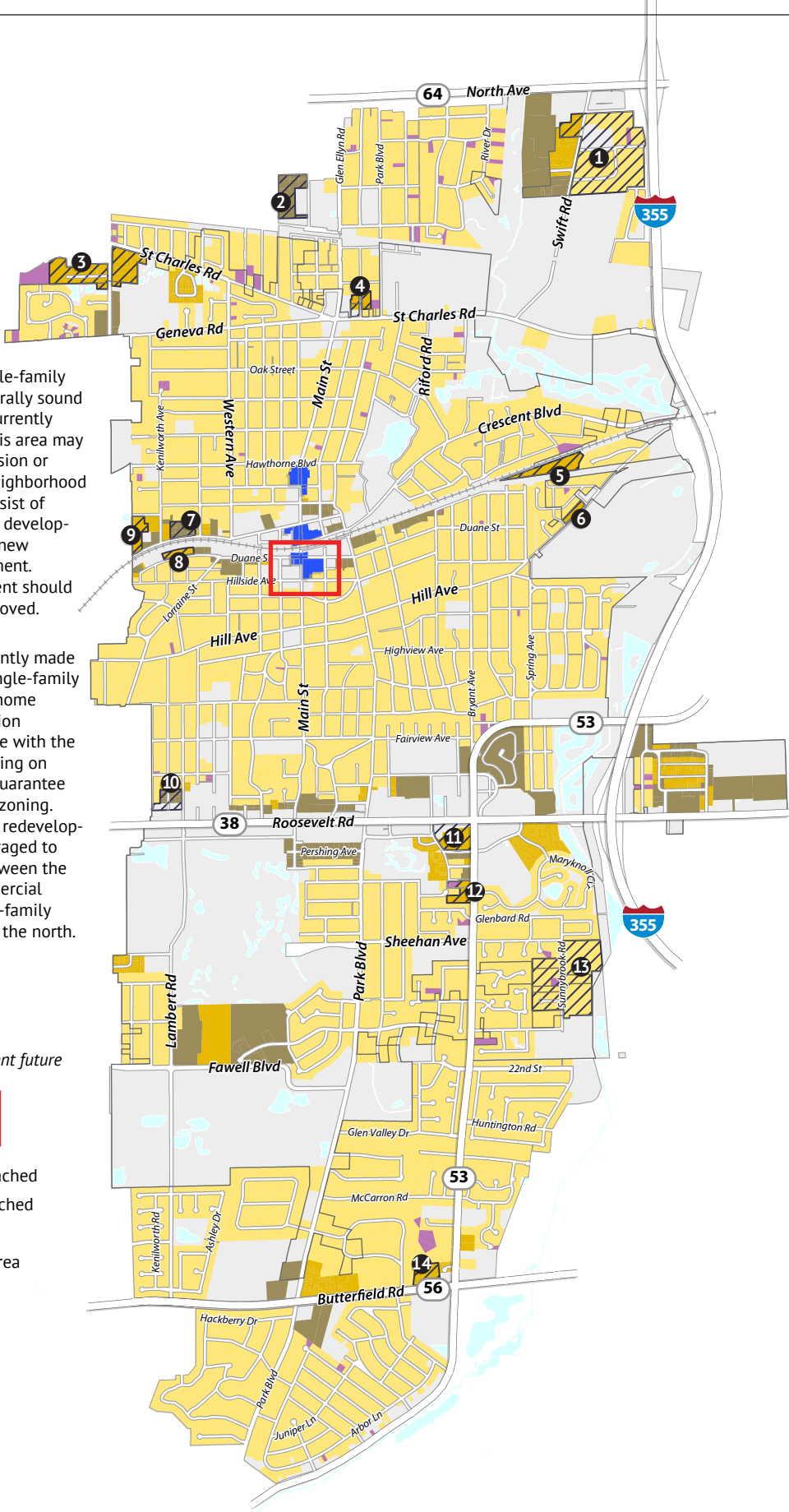
- 9 **Scripture Press Property.** This area includes part of a Wheaton College former Scripture Press facility and adjacent vacant land. The property should be designated for single-family detached or attached housing in the event it becomes available in the future.
- 10 **Western Roosevelt Road.** In line with the Roosevelt Road Subarea Framework, if expansion of the nearby auto dealership does not occur, properties along Lambert Road that are currently used for commercial parking and outdoor storage could either remain commercial or be considered for multi-family housing. This would be desired to further diversify the housing stock and act as a buffer between Roosevelt Road and the adjacent residential neighborhood.
- 11 **Nicoll Way and Roosevelt Road.** Currently inhabited by an aging office building complex, this site's generous lot depth should be leveraged to develop a mix of single-family attached and multi-family units while preserving Roosevelt Road frontage for commercial development. For further discussion of this catalyst site, see the Nicoll Way and Roosevelt Road section in Chapter 4: Subarea Plans.
- 12 **Nicoll Way and Abbey Drive.** This site is currently made up of vacant and single-family detached properties. With close proximity to Roosevelt Road and its amenities, the site presents an attractive opportunity for single-family attached homes similar in scale to the existing development to the north. Single-family homes may also be acceptable.

- 13 **Sunnybrook Road.** Single-family residential that is generally sound and well maintained currently exists. Larger lots in this area may be subject to resubdivision or redevelopment. The neighborhood should continue to consist of detached single-family development with compatible new single-family development. Stormwater management should be monitored and improved.
- 14 **Butterfield Road.** Currently made up of a vacant lot, a single-family lot, and an older townhome development. Annexation agreements are in place with the single-family lots fronting on Butterfield Road that guarantee large lot single-family zoning. Single-family attached redevelopment should be encouraged to provide as a buffer between the Butterfield Road commercial corridor and the single-family detached properties to the north.

Legend

Note: The below items present future land uses and not zoning.

- Historic District
- Residential Infill
- Single-Family Detached
- Single-Family Attached
- Multi-Family
- Residential Infill Area



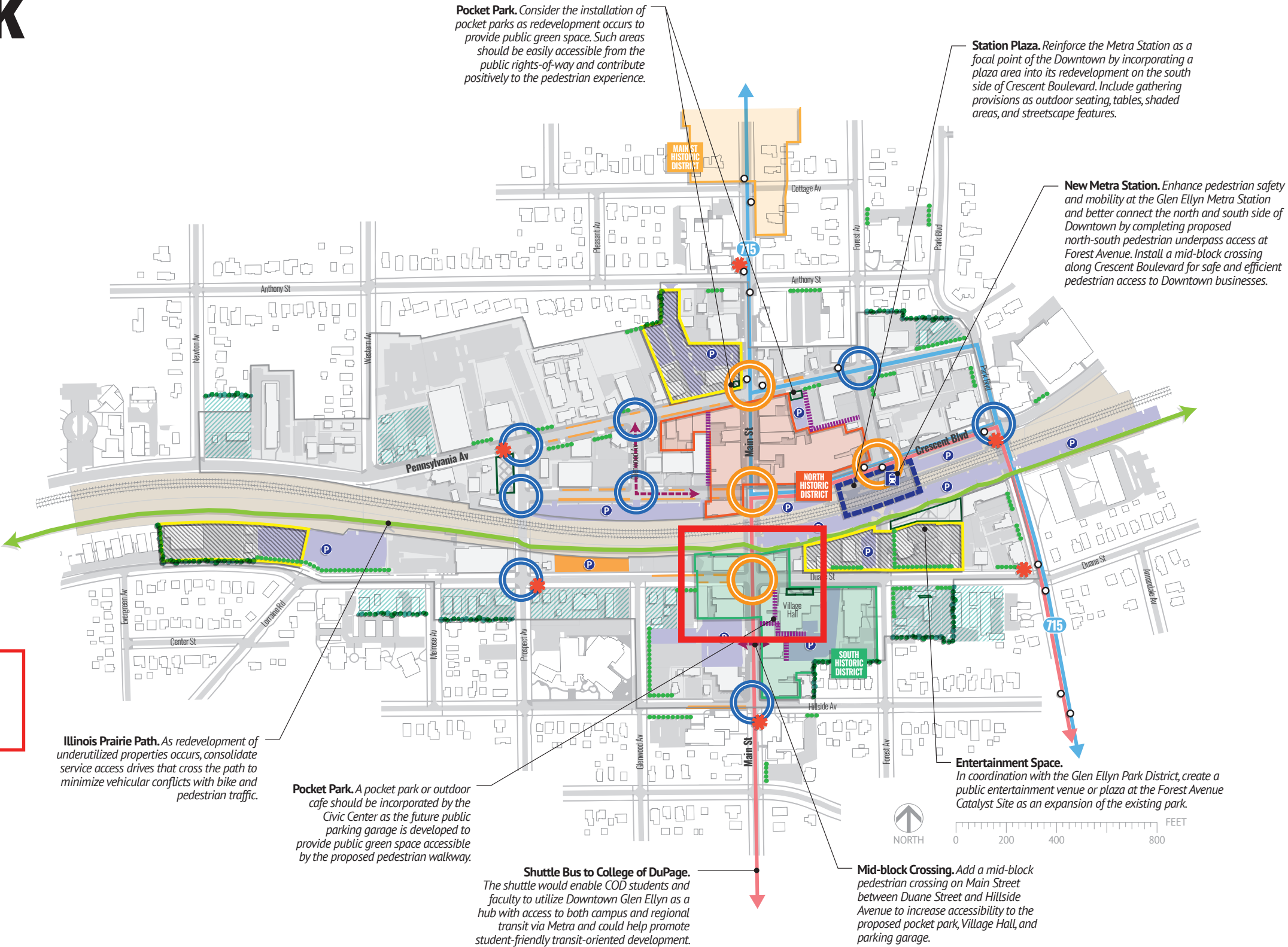
Subarea Framework

DOWNTOWN GLEN ELLYN

The framework plan identifies overarching recommendations that should play a significant role in guiding investment in existing structures and streetscape, and in guiding the character of future redevelopment. The following pages illustrate recommended improvements and identify development considerations for specific sites throughout the downtown.

Legend

- **Key Intersections.** Enhance existing median features and install bump-outs, monument signage, enhanced lighting, landscaping, and decorative pavers or stamped concrete at key intersections along Main Street and Crescent Blvd.
- **Intersection Improvements.** Install decorative surfacing or crosswalk art at key locations that complement adjacent streetscaping. Install bump-outs, masonry seatwalls, landscape planters, and enhanced crosswalks.
- **Gateway Features.** Per recommendations of the Community Signage and Wayfinding Plan, install Historic Downtown Glen Ellyn signs on heavily trafficked roads to identify prominent entry points into the downtown. Such signs should be complemented by streetscape components such as intersection treatments and hardscape and landscape features.
- **Alleyscape/Pedestrian Corridor Improvements.** Install signage and wayfinding to promote safe vehicular and pedestrian circulation patterns especially where alleys open to active pedestrian streets. Screen loading docks and trash receptacles where alleys intersect with public walks.
- **Transition Areas.** Promote more intense residential development in areas surrounding the mixed-use core of the Downtown. Consider reduced setbacks and increased density in areas of adjacent downtown development and increase density.
- **Catalyst Sites.** Redevelop these vacant or underutilized sites to act as catalysts for further development and investment within the Downtown.
- **Residential Screening.** Screen parking, loading, and utility areas from adjacent residential properties and, where feasible, public rights-of-way. Apply 'Dark Sky' Village lighting standards in transition areas to minimize glare and decrease light trespass in adjacent single-family areas.
- **Perimeter Landscaping.** Provide landscaping and decorative, low-profile fencing or knee walls to delineate public rights-of-way and screen parking areas. Perimeter landscaping should be designed to maximize stormwater management and improve water quality through the implementation of BMPs, such as bioretention areas.
- **Parking Enhancements.** Buffer and screen parking areas to separate and delineate parking and walking areas. Like the Duane & Glenwood parking lot, embrace sustainable surface parking lot practices for new and existing lots, such as through pervious paving, electric charging stations, and stormwater-fed landscaping and planters.
- **Leverage Existing Parking.** Investigate policies that encourage parking turnover, such as time restrictions, and maximize usage of underutilized parking inventory through shared parking agreements. Purchase additional property to enhance parking supply.
- **Public Parking.** As Downtown public parking is in high demand, incorporate parking into the site design of future redevelopment of underutilized properties where appropriate.
- **Maintain Access.** Ensure that vehicular and pedestrian access is maintained along Glenwood Avenue and Crescent Boulevard as redevelopment occurs at the former McChesney & Miller grocery property.
- **Pace Bus Route 715.**
- **Proposed Shuttle Bus to College of DuPage.**



Maintain and Build New Downtown Mixed-Use Buildings

Increase the overall density and activity in the Downtown. Retail and restaurant uses should be reserved for first floor space throughout the core of the Downtown, and be contained in mixed-use buildings with residential uses above. The additional residential density will increase the consumer population of the Downtown to fuel the economic engine to support the existing and future retail. Mixed-use redevelopment is a key means for accomplishing this objective. Ensure that any new developments in the core shopping district accommodate residential dwelling units (preferred) or office above first floor retail; that any new developments in the periphery of the core shopping district accommodate residential dwelling units above first floor office; that existing buildings are remodeled and/or renovated; that new infill development and renovations are historically-sensitive; that new commercial space is designed to meet the needs of modern retailers; and that there is a no net loss of retail space in the Downtown.

Increase Downtown Office and Service Space

Infusing additional professional and medical offices and service businesses into the Downtown would increase employment and thus the demand for retail and other services. Businesses and offices are typically daytime consumers; however, they can spill over into evening and weekend consumption as well. The location of these businesses must be strategically positioned so as not to interrupt critical retail street corridors. An appropriate location is above or below first floor retail in a mixed-use setting or a site that is on the periphery of the Downtown core.

Increase the Number of Downtown Residential Units

Provide additional dwelling units for different types of households – especially empty-nesters (couples who no longer need a big house but want to remain in Glen Ellyn) and young professionals (individuals and couples who want to live in Glen Ellyn but don't need or want a house at this stage in their lives). There is a demand for Downtown residential living for people who want to enjoy the benefits of the Downtown including its charm, convenience, and the cluster of services available within a comfortable walk from home. In addition, allow the construction of accessory dwelling units¹ on single family properties in and near the Downtown study area. These units can be located above detached garages, or as an addition to – or a remodel of – the single family home.

Civic and Institutional

Preserve and enhance the visibility of the elegant Downtown civic and institutional buildings. New civic and institutional uses should also be considered and be accompanied with the strictest standards of architectural excellence.

Circulation and Access

Maintain and Improve Infrastructure

Corridors

Install streetscape improvements that will make the Downtown a vibrant experience, and build upon the existing features to make the Downtown a destination. Improve the safety of dangerous intersections. Create plaza streets² in the Downtown core. Choose a bike rack design that coordinates with the street furniture design for the Downtown, and install them along Main Street and at the Glen Ellyn Train Station

¹ Accessory Dwelling Unit (ADU). A small efficiency apartment that typically includes a kitchenette, a bathroom, a combination living/dining/sleeping space, and is approximately 650 square feet in size. It is usually located above a two-car detached garage; however, it could be a part of the single family home – such as in an attic or a basement – as long as the proper building codes are adhered to.

² “Plaza Streets” are public streets that have special, decorative pavement, and have the potential to be closed for pedestrian-only use on special occasions.

AUG 22 2022

VILLAGE OF GLEN ELLYN

APPLICATION FOR SPECIAL USE PERMIT

The undersigned petitions the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, to consider the Special Use described in this application.

Date Filed: _____ Application No: _____

Name of Applicant: Ashley Herman

Address of Applicant: 577 Pennsylvania Suite 103, Glen Ellyn IL 60137

Business Phone: (630) 381-8869 Fax: _____

Home Phone: _____ Mobile Phone: (773) 835-4965

Email: insulamedspa@gmail.com

Property Interest of Applicant: Leasing Business Owner

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: SURMAC BUILDERS, LLC

Address of Owner: 45 S. PARK BLVD SUITE 300, GLEN ELLYN IL 60137

Business Phone: _____ Fax: _____

Home Phone: _____ Mobile Phone: CJ McCann (630) 532 9392

Email: CJ McCann - cj.mccann@kw.com

Address: 507 Duane St. Glen Ellyn IL, 60137

Legal Description of Property: _____

Lot 1 in Nissen's subdivision, in Glen Ellyn, being a subdivision of lot 1 in Smith's resubdivision of lot 1 in
block 13 in assessment division, of section 11, township 39 north, range 10, east of the third principal
meridian according to the plot thereof recorded April 9th, 1926 as document 211143, in DuPage
County, Illinois.

Permanent Index No. (PIN): 05-11-327-012 Zoning: C5A

Lot Dimensions: 49.5' X 125' Lot Area: 6205 SQ. FT

Present Use: BUILDING IS CURRENTLY VACANT. WAS PREVIOUSLY GRANTED A SPECIAL USE FOR
MEDICAL AS GLEN ELLYN ORTHODONTICS.

Requested Use/Construction: _____

Requesting to maintain historic building and procure a new medical special use permit for the expansion of
the existing Glen Ellyn boutique medical spa, Insula Aesthetics.

Estimated Date to Begin New Use/Construction: Construction Oct 2022. New Use Nov-Dec 2022

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):



Architects and engineers are not needed for this special use as the structure was previously a medical use and has appropriate lay out and construction.. Proposed aesthetic remodel will be completed by Modern Improvements LLC

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of paragraph (E) of Section 10-10-14 of the Zoning Code:

Please see attached business plan for complete evaluation. Proposed special use will have direct and indirect positive economic impact on adjoining properties; including increased property value, increased village revenue, enhanced overall appeal of the district, and attraction of high-value consumers to the district. There is no effect of noise, glare, odor, fumes or vibration to neighboring properties. Future medical spa is an excellent addition to the vibrant downtown area and very compatible with adjacent service and commercial businesses. It will attract high-value consumers to the downtown commercial area.

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code:
A boutique medical spa in the downtown district will strengthen the downtown as a centralized service-oriented focal point, expand the range of retail and office establishments, and redevelop vacant commercial property.
2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area:
See design renderings. Proposed use will highlight historic charm of the building while upgrading the appearance, and expanding the retail capabilities of the property.
3. Will not be hazardous or disturbing to existing or future neighborhood uses:
There is no foreseeable disturbance or hazard with this proposal to future or existing uses. Proposed upgrades will in fact ensure that building is ADA accessible and up to building code, reducing hazard.

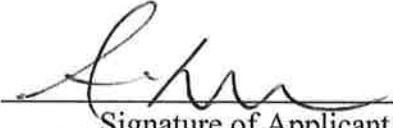
4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services:
Structure has current facility and service access that doesn't require change. Medical sharps disposal is contracted and shipped from facility.
5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village:
There is no foreseeable additional public cost with this proposal. This proposal will be beneficial to the economic welfare of the Village by increasing revenue and sales tax, employing local labor force, and attracting high-value consumers to the downtown area.
6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors:
Planned construction would take place during phase 1 of the downtown update, to complete during the neighboring construction. There should not be significant increase in noise from construction and any construction would take place during regular business hours
7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:
Existing street parking and neighboring parking lot on north side of Duane st. is more than adequate to support business.
8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief:
Will have no impact on flood potential.
9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community:
Proposal will not have effect on historic features and historic charm of building will be maintained.

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Glen Ellyn for the purpose of inspection.

I (We) consent to pay the Village of Glen Ellyn all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

<u>8/19/22</u>	<u>Ashley Herman</u>	<u></u>
Date	Print Name	Signature of Applicant

_____	_____	_____
Date	Print Name	Signature of Applicant

_____	_____	_____
Date	Print Name	Signature of Applicant

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

AFFIDAVIT OF AUTHORIZATION

I, CJ McCann - Manager SvrMac Builders owner of the property described as

507 Duane St. Glen Ellyn, IL 60137

verify that Ashley Herman

is duly authorized to apply and represent my interests before the Glen Ellyn Plan Commission, Zoning Board of Appeals, and/or Village Board of Trustees. Owner acknowledges that any notice given applicant is actual notice to owner.

Mc - Manager SvrMac
OWNER SIGNATURE

Inc

Subscribed and sworn to before me this

22nd day of AUGUST, 2022
Mary Grace Thomas

Notary Public



REIMBURSEMENT OF FEES AGREEMENT

Village of Glen Ellyn Acct: # _____
Initial Deposit Amount: _____

I. DESCRIPTION OF PROJECT: Special Use Permit - Med Spa

II. OWNER:

A. Owner of Property: Surmac Builders, LLC.

B. Owner's Address: 45 S. Park BLVD suite 300 Glen Ellyn, IL 60137

C. Owner's Home Phone Number: _____ Fax: _____

D. Owner's Work Phone Number: (630) 532-9392

E. Owner's E-mail: cj.mccann@kw.com

F. If Owner is a Land Trust or Corporation, the attached disclosures of interest should be filled out.

III. PERSON MAKING REQUEST (Petitioner):

A. Name of Petitioner: Ashley Herman

B. Petitioner's Address: 577 Pennsylvania Suite 103

C. Petitioner's Home Phone Number: (773) 835-4965 Cell

D. Petitioner's Work Number: (630) 381-8869

E. Petitioner's E-mail: insulamedspa@gmail.com

IV. LOCATION OF PROPERTY:

A. General Location of Property: 507 Duane, Glen Ellyn

B. Acreage of Parcel: 0.142 acres

C. Permanent Index Number(s): 05-11-327-012

D. Legal Description (Please attach)

V. REIMBURSEMENT OF FEES:

The Ordinances of the Village require the owners of property, or individuals seeking to utilize property, to receive approval by ordinance or the issuance of a permit to undertake various uses or improvements of property in the Village. These uses can include requests for textual or map changes in the Zoning Ordinance, applications for building permits, requests for zoning relief and other similar requests. The Village has established a fee schedule for the anticipated use of staff time in processing such petitions or applications. In many cases, however the Village cannot reasonably evaluate the validity or compliance of the petition or application with the Ordinances of the Village without the use of reports from various consultants. In some cases, the application or petition requires among other things, public hearings and associated public notice costs, preparation of minutes or transcripts from the public hearing or meeting, recording costs of Ordinances and the

preparation of reports by consultants whose services require the payment of out-of-pocket expenses by the Village. These expenses would not have been incurred but for the petition or application. The Village does not intend to seek to make a profit on its utilization of such consultants, but requires that the applicant, or the person receiving benefit, shall be obligated to reimburse the out-of-pocket expenses incurred by the Village. The Village shall seek to employ consultants who shall charge rates consistent with those paid by private parties who seek similar consulting services. The Village intends, through this Agreement, to cause the payment of out-of-pocket expenses and to require the creation of an escrow fund to guarantee that the petition or application will not result in the citizens of the Village being required to pay for costs incurred at the request of the owner or applicant.

This document shall constitute a contract when an application is made for a license, permit, request for zoning relief or other approval involving the use of real property. Should the Village, in its sole and exclusive discretion, determine that it is necessary or desirable for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, traffic, drainage or other consultants, including full and/or part time site inspection services during the actual construction of any required improvements, and/or to incur costs related to any required notices or recordations, in connection with any application or petition filed by the petitioner then the petitioner and owner shall be jointly and severally liable for the payment of such professional fees and costs, as shall actually be incurred by the Village. The Community Development Director is hereby authorized to assign the above described services to the Village staff or to consultants, as the Director deems appropriate and without prior notification to the petitioner.

Any application or petition to be reviewed by the Community Development Department or by the Plan Commission shall require the petitioner to establish an escrow account with the Village in an amount determined by the Community Development Director to reimburse the Village for all out of pocket costs associated with the request. These out of pocket costs will cover such things as services provided by the Village's consulting engineer, consulting attorney, consulting planner, traffic consultant, wetland consultant, landscape consultant, architectural consultant, appraiser and transcriber, among others, as well as reproduction costs, public hearing notice costs, recording costs, etc. Along with the application the petitioner shall also submit a signed copy of this agreement thereby acknowledging and agreeing to reimburse the Village for all out of pocket costs associated with the application or petition.

This agreement shall be accompanied by an initial deposit in an amount to be determined by the Director of Community Development but shall be no less than \$500. The Village will provide an itemized list of Village expenses incurred related to any charge to the escrow account, and the petitioner shall deposit funds to reimburse the Village for those expenses upon notice from the Village that the deposit has dropped below \$300. If the expenses are not reimbursed, then reviews meetings and permits associated with out of pocket costs will cease, and the request will not be moved forward through the review process. At the completion of the review process, and development of the project, if appropriate, any remaining balance from the deposit will be returned to the petitioner, without interest, after all expenses have been paid.

The Village shall deduct the incurred expenditures and costs from the funds deposited. If the remaining deposit balance falls below \$300.00, the petitioner, upon notice by the Village, shall be required to replenish the deposit to its initial amount. The Village shall mail the petitioner regular invoices for the fees and costs incurred. The petitioner shall replenish the deposit amount within thirty (30) days of issuance of each such invoice directing replenishment of the deposit.

A petitioner who withdraws his or her petition may apply in writing to the Community Development Director for a refund of his or her remaining escrow balance. The Community Development Director may, at his or her discretion, approve such refund less any actual fees and costs, which the Village has already paid or incurred relative to the application.

Upon the failure of the petitioner or owner to reimburse the Village in accordance with this Agreement, no further action shall be undertaken on the application by the Village President and Board of Trustees, or by any other official or quasi-official individual or body thereunder, including the conduct of any hearings or deliberations, reviews of any plans or applications, the granting of any relief or approvals, issuance of any permits or occupancies, performance of inspections and the

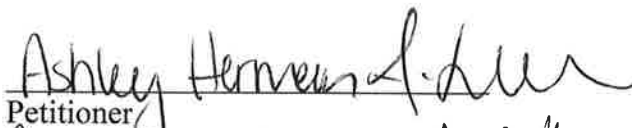
execution or recording of any documents, until all such outstanding fees are paid in full and/or the initial deposit is restored to its full amount. Upon any failure to reimburse the Village in accordance with this Section, the Village may in its discretion, apply any or all of the initial deposit to the outstanding balance due.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be deemed to limit or waive the Village's right to seek relief of such fees against any or all responsible parties in a court of competent jurisdiction.

Any remaining balance of any funds deposited pursuant to this Agreement shall be refunded at such time as the completion of Village deliberation on the petition or application, recordation of all necessary documents associated with the petition or application, issuance of a building permit, approval of a final inspection, or issuance of a final certificate of occupancy upon the real property in question whichever occurs later.

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOREGOING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS AND AGREES TO COMPLY WITH THE TERMS SET FORTH HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES FULL AUTHORITY TO SO SIGN.

THE PETITIONER AND OWNER AGREE THAT PETITIONER AND OWNER SHALL BE JOINTLY AND SEVERALLY LIABLE FOR PAYMENT OF FEES REFERRED TO IN APPLICABLE SECTIONS OF THE ORDINANCES OF THE VILLAGE OF GLEN ELLYN, AND THE OBLIGATIONS FOR PAYMENT RELATING TO THE FILING OF PETITION OR APPLICATION, AS SET FORTH HEREIN.


Petitioner

Village of Glen Ellyn


Owner

By: _____
Community Development Director

Date: 8/19/22

Date: _____

Affidavit Affirming No Conflict of Interest

The undersigned, being duly sworn and under oath, states as follows:

1. My name is Ashley Herman, and I hold the position of Self for petitioner ("**Applicant**").
2. I have personal knowledge of all facts stated in this Affidavit, and if called to testify, I could and would testify competently thereto.
3. I am authorized by the Applicant to make the representations and statements in this Affidavit on the Applicant's behalf in support of the application for development approval ("**Application**") the Applicant filed with the Village of Glen Ellyn ("**Village**").
4. To the best of my knowledge, and as of the Application's date, no individual that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
5. To the best of my knowledge, and as of the Application's date, no individual that is related to any person that is employed by the Village or sits on an elected or appointed Village board or commission has a financial interest in the Applicant, the Application, or the project proposed by the Applicant.
6. I will immediately notify the Village if the Applicant learns of the material inaccuracy of any statement within this Affidavit.

Further affiant sayeth naught.

Name: Ashley Herman

Title: Self

Applicant's Name: Ashley Herman

Subscribed and sworn to me this

19 day of August, 2022.

Laura L. Tisnai
Notary Public



Special Use Proposal 507 Duane Street Narrative Statement

Proposed Concept

Formerly the location of Glen Ellyn Orthodontic Associates, this location has been vacant since its previous medical use. It is currently zoned for retail. The proposed special use permit to continue medical use at this site would allow for the expansion of the pre-existing boutique medical spa, Insula Aesthetics, which would include a retail space utilizing 25% of the floor plan.

Insula Aesthetics is currently located at 577 Pennsylvania Suite 103, in a 130 sq. ft. single treatment room with a shared waiting area. It is currently the only boutique medical spa in Glen Ellyn, although all neighboring towns have at least one. A medical spa is a facility that provides medical aesthetic treatments, and often other beauty related treatments. Medical aesthetic treatments can include a wide array of technologies and medications used by trained and licensed medical providers, such as botox, dermal fillers, laser skin rejuvenation, and chemical peels. Additional treatments provided by a supervised licensed esthetician may include medical-grade facials and derma planing, among others. Retail is an integral component of medical spas, with 92% having a retail area. Typical offerings are medical grade skincare products and technologies.

In its current location, Insula Aesthetics is limited to a single provider, a small retail cabinet, and insufficient space to house larger equipment such as a laser. Opened in 2021 by Glen Ellyn resident Ashley Herman, Insula Aesthetics has quickly established a local clientele base, frequently partners with local businesses to host special events, and has been featured twice in Glen Ellyn Living magazine. Ashley is a Doctor of Nursing Practice and a Certified Registered Nurse Anesthetist with 11 years of healthcare experience. In her anesthesia practice Ashley has been recognized for her commitment to patient safety and injection skill and has provided trainings on advanced anesthetic injection techniques. Ashley's unique skillset, dedication to client education, and commitment to safe and effective treatments sets Insula Aesthetics apart in an industry in which 51% of clients struggle to find the right provider.

With granting of the proposed special use permit, 507 Duane Street will be updated and occupied, becoming the local destination for medical grade skin care and services. Utilizing the current layout with minor changes and a cosmetic remodel, this site allows for two treatment rooms with plumbing, one treatment/consultation room, a lounge area that can be converted into a treatment room in the future, and an open retail area of 25% of the square footage. Additional planned improvements that will be brought to the village board if special use is granted include fire safety improvement, facade upgrade that retains historic charm while modernizing aesthetic, and appropriate signage.

Glen Ellyn Medical Spa Market Analysis and Economic Impact

The non-invasive medical aesthetics industry is estimated to reach \$61.4 billion in 2022 and the United States is consistently the largest global consumer. While many industries struggled through the changes of the pandemic-era lifestyle, the non-invasive medical aesthetics industry continued to rapidly grow thanks to increased scheduling flexibility, frequent self-viewing on tele-conference platforms, and widespread coverage of aesthetic treatments on social media. The 2022-2032 forecast period has an expected CAGR of 16.1%. Clientele vary by geographic area, however nearly 60% of clients are aged 35-64 and 87% are female. The average single-site medical spa in the US has an annual revenue of \$1.6M, utilizes 8 employees, and has 199 client visits per month. 92% of medical spas offer retail products, ideally accounting for 20-30% of total revenue.

Locally, there is a huge opportunity for expansion in this market in Glen Ellyn. Prior to the opening of Insula Aesthetics, local clients receiving medical aesthetic treatments have been traveling for services; predominantly to the 3 medical spas in Wheaton, 2 in Lombard, and 15 in Naperville. The current location of Insula Aesthetics greatly limits this opportunity to meet the needs of the community. Expansion into 507 Duane Street with a special use permit will provide a premier boutique medical spa in the downtown area to expand the variety of services offered, bring retail options not currently offered in Glen Ellyn, and attract affluent clients to the downtown area for shopping and dining experiences.

Village Planning

The Glen Ellyn Comprehensive Plan outlines several goals and visions for future development that are met with this proposed special use.

- The village has a vision that downtown Glen Ellyn will offer a wide range of goods and services
- The goal to increase daytime business to downtown shops and restaurants
- Community appearance and character objective 6: "Reinforce and strengthen the traditional role of Downtown as the Village's centralized, multi-purpose focal point with a unique charm, appeal and historic character."
- Commercial retail and office development objective 1: "Maintain and expand the range of retail, commercial and office establishments within the Village."
- Commercial retail and office development objective 3: "Improve and strengthen Downtown as the historic, pedestrian-oriented retail, commercial, service and entertainment focal point within the Village."
- Commercial retail and office development objective 7: "Promote the redevelopment of ... vacant commercial properties."

Neighboring Impact

The nature of medical spa treatments are typically very quiet, similar to any other healthcare providers office. There will not be any impact of noise, glare, odor, fumes, or vibration. A medical spa would be an excellent addition to the area and complement the neighboring businesses. 507 Duane is just east of The Pilates Experience which offers wellness services that complement both traditional and medical spas. West of the location is Spa Kuchulu Hair Salon, another complementary service business. Within walking distance are several of Glen Ellyn's excellent restaurants and boutique shops that will certainly be frequented by clients after treatments.

Business Model

Operation

The front retail area will be open for walk-ins during all business hours. Once stock is expanded an online store will be created for local delivery or pick up.

Treatments are by appointment, which is currently booked through an online portal. With the addition of a receptionist, phone booking will also be available. Appointments range from 30-90 minutes dependent on treatment.

Currently, Insula Aesthetics operates out of a single treatment room - limiting retail potential, treatment availability, and booking potential. Proposed expansion will allow for two treatment rooms (with option for conversion of back lounge area to third treatment room) as well as a consultation room (see proposed and existing floor plans).

Hours of Operation

Monday - Friday: 9:00 AM - 6:00 PM

Saturday and Sunday: mobile business or private events

Organization

507 Duane will offer a consultation room, two treatment rooms, a lounge area (that can be converted into a treatment room in the future), and a front retail area of approximately 25% of the available square footage. The retail area is positioned in the front of the building and will be readily visible and attractive to pedestrians. Reception desk will be in the retail area so that all clients can engage with available products as they arrive and depart from their treatments.

Staffing

When fully staffed, Insula Aesthetics will employ 6-12 medical professionals and ancillary staff. Medical Director is an administrative roll, available for consult when needed. At all times at least 2 employees will be in house, with optimal staffing of 3-4 employees at a time.

Medical Director - Timothy Sutton, M.D.

Owner/ Master Injector - Ashley Herman, D.N.P.

Injecting RN/APRN - 2-3

Esthetician - 2

Receptionist - 2-3

Social Media Manager

Medical cleaning staff

Services

Available services are medical aesthetic treatments performed by a qualified healthcare provider, as well as esthetician-performed aesthetic treatments with the use of medical-grade products.

Neuromodulator Injections (Botox, Xeomin, Dysport)

Dermal Filler Injections

Platelet Rich Plasma Services

Chemical Peels

Ultherapy

Skin Rejuvenation

Hair Regeneration

Medical Grade Facials

Laser Services

Retail

Products that are not available for sale online or without a medical provider will be offered in the front retail area. Although Glen Ellyn currently has boutiques and spas that offer commercial skin care, there is currently no boutique medical spa offering medical grade skin care and products. Many Glen Ellyn residents utilize these products daily and have been procuring them from nearby towns boutique medical spas.

Medical grade skincare lines - Neocutis, Skin Better Science, Alastin

At-home medical grade facial kits and masks

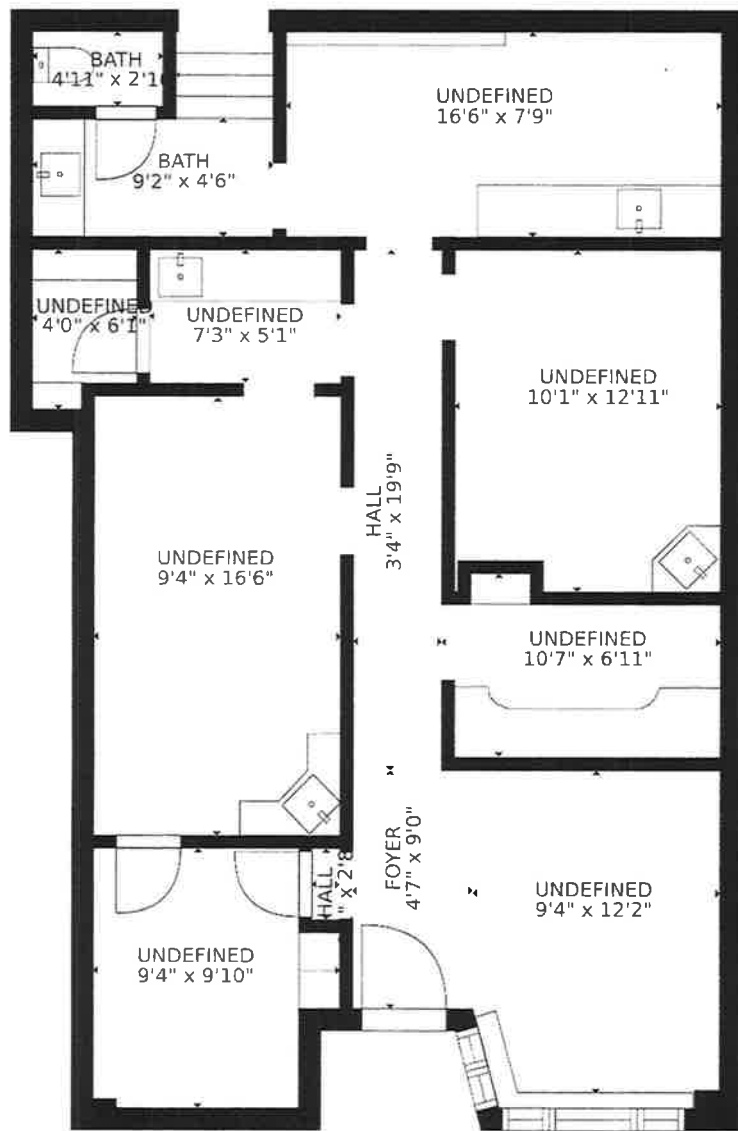
At-home medical grade hair regeneration kits

Aesthetic tools

LED masks

Holiday/themed gift sets

Branded Items



Estimated area:
 GLA Floor Plan: 1092 sq. ft. (excludes 0 sq. ft.)
 Total GLA 1092 sq. ft. total scanned area 1092 sq. ft.

Existing Floor Plan

Proposed Floor Plan

10-10-14. Special uses.

- (A) The development and execution of this title is based upon the division of the Village into zoning districts, within any one of which the use of land and use of buildings are essentially uniform. However, certain uses, because of their unique character, cannot be properly classified in any particular district or districts without consideration in each case of the impact of those uses upon the neighboring lands and upon the public need for the particular use at the particular location. Such uses fall into two categories:
1. Uses operated by a public agency or publicly regulated utilities, which are uses traditionally associated with a public interest, such as parks, recreation areas, public administrative buildings, or the private use of existing public buildings. It is stressed that public uses are associated with the public interest. In the case of a request for a special use by a unit of local government, for a public use within its statutory mandate, the review shall not be based on determining the necessity for the public, mandated use on the specific site but, rather, is for assessing the impact of the proposed public use upon neighboring lands, and upon the Village's streets and utilities; or
 2. Uses entirely private in character, but of such a nature that the operation may give rise to unique problems or benefits with respect to their impact upon neighboring property, public facilities, the Village as a whole or the natural environment or resources;
- (B) A petition or application for a special use shall be filed with the Director, Department of Community Development, and shall contain at least the following information:
1. The name, address and phone number of the applicant, pursuant to section 10-10-10 of this chapter;
 2. Legal description of the property for which the special use is requested;
 3. Description of the existing use of the affected property;
 4. The present zoning district of the affected property;
 5. Description of the proposed special use;
 6. A dimensioned site plan or plat showing at least the location of all buildings, parking areas, traffic access and traffic circulation, open spaces, landscaping, refuse and service areas, utilities, signs, yards and such other information as the Plan Commission may require to determine if the proposed special use meets the intent and requirements of this title; and
 7. A narrative statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of subsection (E) of this section;
- (C) Upon application to the Department of Community Development, the Plan Commission, after giving notice as provided herein and by the Illinois Compiled Statutes, shall conduct a public hearing.
- Due to the public benefit provided by governmental services, it is in the public interest to review the category of special uses to be operated by a unit of local government on a priority basis. The public hearing procedure will be expedited in such cases to the extent permitted by statute;
- (D) Within 90 days after the close of the public hearing on a special use permit application, the Plan Commission shall render written findings of fact and shall submit the same together with recommendations to the Village Board. The written findings and recommendations shall refer to any exhibits containing plans and specifications for the proposed special use, which shall remain a part of the permanent records of the Plan Commission;

-
- (E) The Plan Commission shall not recommend that a special use be granted nor shall the Village Board grant a special use, unless it shall find, based upon the evidence presented to the Plan Commission in each specific case, that the special use:
1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this title;
 2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area;
 3. Will not be hazardous or disturbing to existing or future neighborhood uses;
 4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services;
 5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village;
 6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
 7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
 8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
 9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community;
- (F) The Plan Commission may recommend and the Village Board may require such conditions and restrictions upon the premises benefited by a special use as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize injurious effect of such special use upon other property in the neighborhood, and/or to implement the general purpose and intent of this title;
- (G) No special use shall be granted except by ordinance duly passed and adopted by the Village Board after public hearing and written recommendation from the Plan Commission. Without further public hearing the Village Board may grant, deny or amend the recommendation for special use. Every special use which is granted by ordinance of the Village Board shall be accompanied by findings and shall refer to any exhibits containing plans and specifications of the proposed special use, which shall remain a part of the permanent records of the Plan Commission. The findings shall specify the reason or reasons for granting the special use. The terms of relief granted shall be specifically set forth separate from the findings of the ordinance.

(Ord. 3617, 5-8-1989, eff. 6-1-1989; Ord. 6674, 2-25-2019)

**(DRAFT) FINDINGS OF FACT TO SUPPORT A MOTION TO RECOMMEND
APPROVAL OF A SPECIAL USE PERMIT TO ALLOW A HEALTH SPA TO OPERATE
AT 507 DUANE STREET**

(Draft reasons, taken partially from the petitioner's application packet, as to how the project may comply with the necessary findings have been drafted by Staff; the Commission may wish to consider the findings but should feel free to amend the below reasons to make your own findings of fact based upon information provided at the public hearing).

1. The proposed use will be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code, because there is a considerable market for medical spas in the Village. It will increase employment opportunities will have a positive economic impact by attracting clients to Downtown Glen Ellyn.
2. The proposed use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area because the exterior renovations will modernize the façade while keeping it consistent with Downtown's historic charm. The unit's storefront will be dedicated to the retail component of med spa, which would align with other retail uses within C5A – CBD Retail Core.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because medical spa is an activity which occurs indoors and there will not be any disturbances from the business or patrons.
4. The proposed use will be served adequately by existing public facilities and services such as highways, streets, police, fire protection, drainage structure, refuse disposal, water, sewers and schools because the project will not increase demand on public facilities and will operate under the current public facilities and services.
5. The proposed use will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village because the use of the property will not require additional requirements to operate.
6. The use will not involve activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare and odors because the construction will be to code and will not be of significant scale to increase traffic, noise, smoke, fumes, glare and odors.
7. The development will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads because the use is low-impact and will not significantly create traffic, noise, or similar issues. The existing

public parking lots nearby and on-street parking available along Duane Street are adequate for the needs of the business

8. The development will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because the property is not a flood risk and there are no changes proposed to impact drainage of the site.
9. The development will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community because there are no major changes proposed to the building or the site that would cause any damage to the character, environment, or community resources.

*X:\Plandev\PLANNING\DEVELOPMENT PROJECTS\Duane\Duane 507, Insula MedSpa
SUP\Meetings\PC\11. Draft Findings of Fact.docx*

**(DRAFT) MOTION TO RECOMMEND APPROVAL OF A SPECIAL USE PERMIT TO
ALLOW A HEALTH SPA AT 507 DUANE STREET**

After conducting a public hearing and deliberating on the request of the petitioner, Ashely Herman, for approval of a Special Use to allow a health spa to locate and operate at 507 Duane Street in the C5A Central Retail Core Subdistrict, the Plan Commission hereby recommends approval based on the findings of fact, as discussed or amended at the Plan Commission public hearing on September 22, 2022, which are hereby incorporated into the Motion by reference as though fully set forth herein, and a copy of which will be attached to the minutes of this meeting and kept on file as part of the permanent records of the Village. The Plan Commission makes this recommendation of approval with the following conditions:

1. That the business be operated in substantial conformance with the plans and testimony presented at the Plan Commission public hearing and before the Village Board of Trustees.

Motion by: _____ Seconded by: _____