



Agenda
Village of Glen Ellyn
Plan Commission Meeting
Thursday, February 22, 2024
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Visitors are most welcome to attend all public meetings and can find copies of the Agenda online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring reasonable accommodation in order to participate in a meeting should contact the Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting.

- A. Call to Order**
- B. Public Comment**
- C. Approval of Minutes**
 - 1) Approval of November 9, 2023, Plan Commission Minutes
- D. New Business**
 - 1) Public Hearing - 473 N. Main Street - Special Use Permit for a tutoring center to be located on the subject property in the C5A Zoning District
- E. Trustee Liaison's Report**
- F. Chairman's Report**
- G. Staff Report**
- H. Other Business**
- I. Adjourn**

DRAFT MINUTES
Glen Ellyn Plan Commission
Thursday, November 9, 2023 at 7:00 p.m.
Glen Ellyn Civic Center
Galligan Board Room
535 Duane Street

A. Call to Order and Roll Call

Chairperson Loftus called the meeting to order at 7:05 PM.

Roll was called.

PRESENT: Chairperson Tim Loftus; Commissioners Connie Arango, Peter Cooper, Ian Dawson, Adam Kreuzer, and Student Commissioner Emma Smith.

ABSENT: Laura Brown, Sumita Mukherjee, Robert Wyant, and Parag Thakkar.

Also in attendance: Gregory Mathews, Village Attorney; Emily Rodman, Assistant Village Manager/Community Development Director; Audrey Savikas, Recording Secretary; Steve Thompson, Village Trustee; and Scott Viger, Planning Consultant.

B. Public Comment (non-agenda items)

There were no public comments for non-agenda items.

C. Approval of Minutes

None.

D. Plan Commission Training provided by Julie Tappendorf, Ancel Glink P.C.

Attorney Tappendorf provided a training for Commissioners. Her presentation included guidance regarding the Commission's roles and responsibilities; process; standards; ethics; meeting rules and procedures; the Open Meetings Act; and FOIA requests.

With regard to roles and responsibilities, Ms. Tappendorf described the activities and purview of three entities: the Village Staff, the Plan Commission, and the Village Board. She described the Village Staff as receiving and processing incoming applications, including communicating with applicants, conducting thorough initial screenings, preparing proper notices, and ensuring readiness for hearings. Ms. Tappendorf described the Commission's role as the hearing body, including conducting public hearings, receiving evidence and presentations, and determining relevancy of evidence to make recommendations to the Village Board. Ms. Tappendorf described

the Village Board as the legislative body, receiving evidence, including the Commission's recommendation, assessing relief standards, and considering additional factors outside of the Commission's purview relevant to broader Village interests (for example, annexation, tax revenue, and competitive interests).

With regard to process, Ms. Tappendorf described pre-hearing activities conducted by Staff. She then discussed the public hearing process. She noted that this is not a statutory issue, rather the Commission has adopted its own rules of procedure. She emphasized the need for a fair and reasonable process for applicants to present their case and to demonstrate to the Commission that their application meets the standards. Ms. Tappendorf discussed due process areas, including opportunities for continuances (within reason to ensure prompt decisions), and relevancy of testimony to inform decision-making. She noted the importance of considering the specific information the hearing body uses to make a recommendation. Ms. Tappendorf responded to Commissioner questions regarding relevancy, including discussing the standards the Commission should apply. She responded to a question about application packets that include multiple requests (for example, Special Use and Variations), noting that Commissioners may make a split recommendation (for example, approve the Special Use, and deny the Variations).

With regard to standards, Ms. Tappendorf advised Commissioners to align their questions to the standards. She discussed the use of expert testimony, lay testimony, and Village staff expertise to inform the Commission's decision about whether standards have been met. She acknowledged that Commissioners may conduct site visits, but she cautioned against ex parte communications, noting that decisions should be based on evidence presented during the public hearing.

With regard to ethics, Ms. Tappendorf discussed the need for impartiality and the issue of conflict of interest, noting that there is very rarely a need for recusal in this setting.

With regard to meeting rules and procedure, Ms. Tappendorf discussed motions to continue and motions to table. She advised that if a public hearing is to be continued, there should be a formal motion to continue the public hearing to a date certain.

With regard to the Open Meetings Act, Ms. Tappendorf reviewed limits to the discussion of Commission business outside of public meetings. She also discussed public comment requirements. With regard to FOIA, Ms. Tappendorf advised that any record of Commission business, including texts, emails, and distributed materials, becomes public record.

Ms. Tappendorf responded to Commissioner questions, including describing Commission Actions; distinguishing the Plan Commission's purview from the Village Board's purview; providing clarification with regard to site visits and ex parte communications; and discussing recommendations for denial, noting that the Commission should not deny a request for lack of information, only for failure to meet standards.

At the conclusion of the presentation, Ms. Rodman shared that Commissioners will receive presentation materials by email, and that the audio recording of the presentation will be available as well.

E. Trustee Liaison's Report

Trustee Thompson provided updates on the following: the Village budget process; the status of the streetscape project; Village Links renovations; and the status of the community park development in collaboration with the Park District. In response to Commissioner questions, Mr. Thompson discussed the status of the Roosevelt Road hotel properties; the Glenwood Station project; and the proposed boundary agreement with Wheaton.

F. Chair Report

None.

G. Staff Report

In response to Commissioner questions, Ms. Rodman provided an update on the status of the 750 Roosevelt Road (Popeyes Louisiana Kitchen) application, including IDOT review. Ms. Rodman also provided updates on Community Development Department staffing, and she discussed potential agenda items for the December 2023 Plan Commission meeting.

H. Other Business

No additional items were discussed.

I. Adjournment

Chairperson Loftus requested a motion to adjourn the meeting.

Commissioner Kreuzer made a motion to adjourn the meeting; Commissioner Arango seconded the motion, and the motion passed by voice vote at 8:42 PM.

Respectfully submitted,

Audrey Savikas
Recording Secretary

STAFF REPORT

TO: Glen Ellyn Plan Commission

FROM: Daniel Harper – Planning Manager

DATE: February 16, 2024

FOR: February 22, 2024 Plan Commission Meeting

SUBJECT: Public Hearing – 473 N. Main Street – Special Use Permit for a tutoring center to be located on the subject property in the C5A Zoning District.

PETITIONER: The petitioner is Katherine McDevitt of The Learning Studio.

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 tutoring center to be located on the property known as 473 N. Main Street in the C5A Zoning District.

PUBLIC NOTICE: Notice of the public hearing was published on February 6, 2024 in the Daily Herald. Notices were mailed to property owners within 350 feet of the subject property and a placard was also placed on the site.

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

Surrounding Land Uses:

North: Retail
South: Parking Lot
East: Restaurant / Retail
West: Restaurant / Retail

Surrounding Zoning:

C5A - Central Retail Core Subdistrict
CR - Conservation Recreation
C5A - Central Retail Core Subdistrict
C5A - Central Retail Core Subdistrict

COMP PLANS: The 2023 Comprehensive Plan identifies this property as part of the Downtown North Historic District, approximate to a key intersection, N. Main Street and Crescent Boulevard (Pg. 22). The 2023 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 office and service space. However, the plan suggests that office

and service space 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. (Pg 8.6 of 8)

BACKGROUND: The petitioner is requesting a Special Use Permit to allow a tutoring center to be located at 473 N. Main Street in the C5A Central Retail Core Subdistrict. Formerly occupied by a gift shop called 473.

**PROJECT
SUMMARY:**

The business will offer tutoring services for local area students and will have educational products and resources for sale. The proposed hours of operation are around 3:00 PM to 9:00 PM everyday of the week but will be dependent on student need and demand. Tutoring sessions are fifty-five (55) minutes each and consist of one student with one tutor.

The applicant is proposing no construction for interior work to the lease space and will include four (4) tutoring stations and a small retail space for educational tools and resources to be available for purchase.

According to the petitioner's narrative statement, The Learning Studio would provide a valued service to the families of Glen Ellyn and would be a complimentary use to the surrounding retail and restaurant locations as parents and students would utilize these other locations as part of their visit to the downtown.

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 Main Street and Crescent Boulevard would sufficiently address the business's parking demands.

At this time, the Village Code does not permit tutoring centers 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.

The Village has received one (1) piece of correspondence from the public regarding this request. It is available for review in the attachments.

**PLAN COMMIS-
SION ACTION:**

The Plan Commission is requested to conduct a public hearing on the request for a Special Use Permit for The Learning Studio to locate and

operate a tutoring center 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. A draft motion to approve and draft motion to deny has been attached for the Plan Commission's review and use.

ATTACHMENTS:

1. Aerial Photo of the Site
2. Location and Zoning Map
3. Excerpts from the 2023 Draft Comprehensive Plan
4. Excerpt from the Downtown Strategic Plan
5. Petitioner's Application Packet Submitted January 10, 2024
6. Petitioner's Narrative Statement
7. Floor Plan
8. Section 10-10-14 of the Zoning Code
9. Public Correspondence – Downtown Alliance
10. Draft Findings of Fact
11. Draft Motion to Approve
12. Draft Motion to Deny

cc: Emily Rodman, AICP, Assistant Village Manager / Director of Community Development
Katherine McDevitt, The Learning Studio

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Staff Report 473 Main SUP - Draft.doc



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Print Date: 2/7/2024

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.



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Print Date: 2/7/2024

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Mixed-Use

This category includes buildings with two or more distinct uses vertically stacked. Developments usually contain commercial on the ground floor and residential or office uses above. All mixed-use developments are currently located within Downtown. Mixed-use development that complements the architecture and historic character and scale of existing buildings should be encouraged within Downtown to support street-level commercial activity while providing residential or office space above.

Office

This category consists of buildings dedicated to professional office spaces, including corporate headquarters, legal firms, and professional service providers. Medical establishments are also included in this land use category, including family physicians, eye care professionals, and medical campuses. Office uses should continue to be concentrated within Downtown and the Roosevelt Road Corridor, particularly along Taft Avenue, while encouraging the consolidation and comprehensive redevelopment of out-of-date office properties.

Public/Semi-Public

This category consists of institutions and community facilities that serve the residents of Glen Ellyn and contribute to quality of life and local culture. This includes the Village's highly esteemed schools, Glen Ellyn Public Library, government buildings, police and fire facilities, historic centers, religious institutions, and non-profit organizations. Public/semi-public land use and policies are discussed in more detail in *Chapter 6: Community Facilities*.

Parks & Open Space

This category includes designated park spaces, nature reserves, golf courses, cemeteries, trails, playgrounds, and land used for sports recreation. The Village should continue to coordinate with local park districts and other partner organizations to preserve the community's large inventory of dedicated parks and open space and should pursue opportunities to expand recreational amenities including trails and smaller neighborhood parks to ensure access for all residents. Components of the parks and open space category and relevant environmental features are discussed in *Chapter 7: Parks & Open Space*.

Light Industrial

This category includes light industrial businesses that have minimal impacts on adjacent uses. There are few light industrial uses in Glen Ellyn, the most prominent being Nicor Gas located off Finley Road and on Hill Avenue near Interstate 355. This category should continue to be maintained to support the Village's industrial base, while enhancing sites by providing proper screening from adjacent residential uses.

Utility & Transportation

This category focuses on land dedicated to transportation infrastructure or the production, storage, and maintenance of utilities, including the Union Pacific Railway right-of-way that passes through the center of Glen Ellyn. The Village should continue to ensure utility services meet the needs of the community. Unattractive facilities should be screened from neighboring uses to enhance the Village's appearance. Utilities and transportation are discussed in more detail in *Chapter 5: Transportation* and *Chapter 6: Community Facilities*.

Parking

This category includes land used for the parking of automobiles, including surface parking, parking structures, and garages. Properties identified within this category provide stand-alone parking and are not tied to a specific business or residence. Additional discussion of policies affecting parking areas, including areas of focus for the expansion of public parking and improvements to screening and landscaping, is located in *Chapter 4: Subarea Plans*.



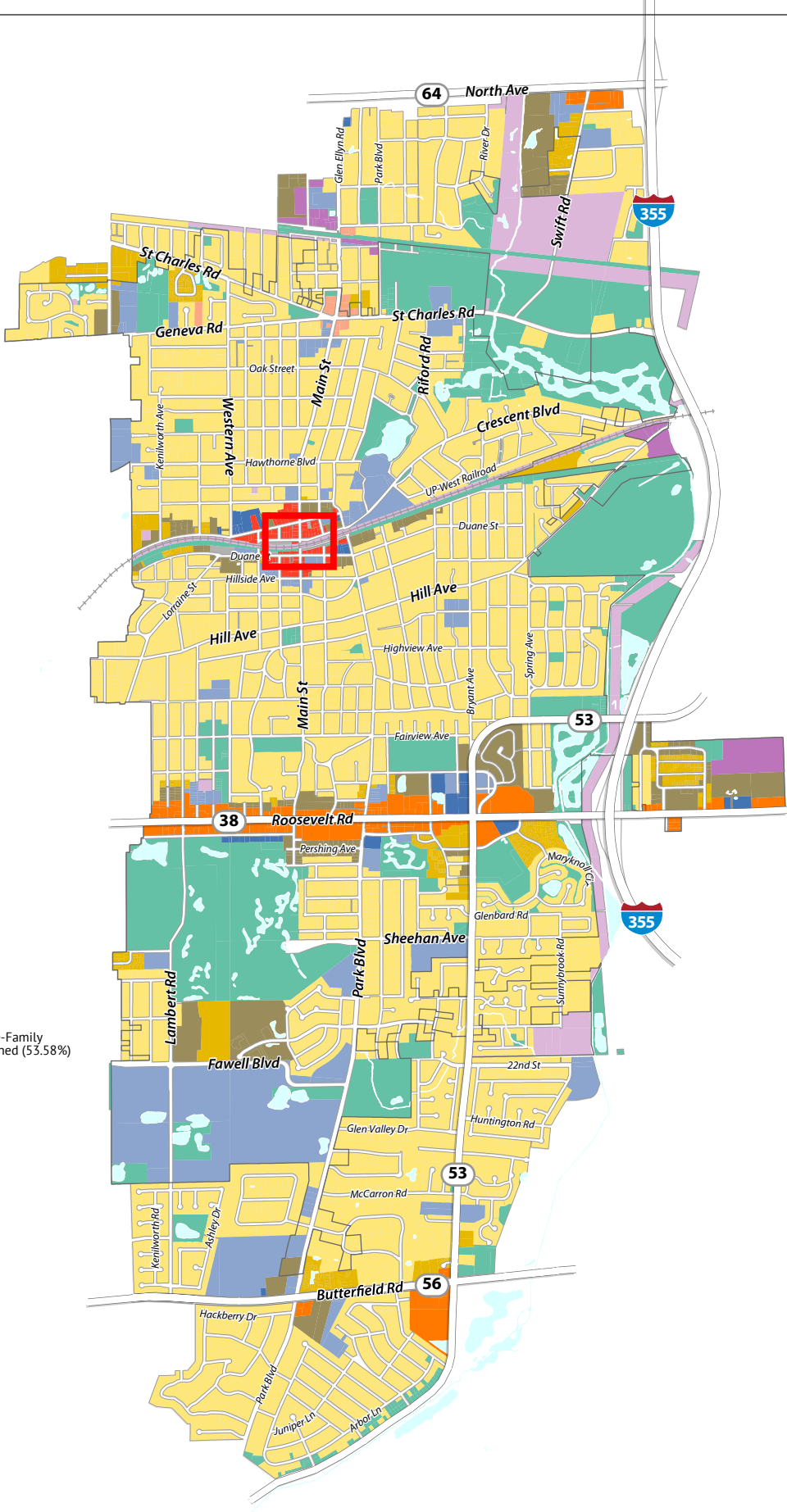
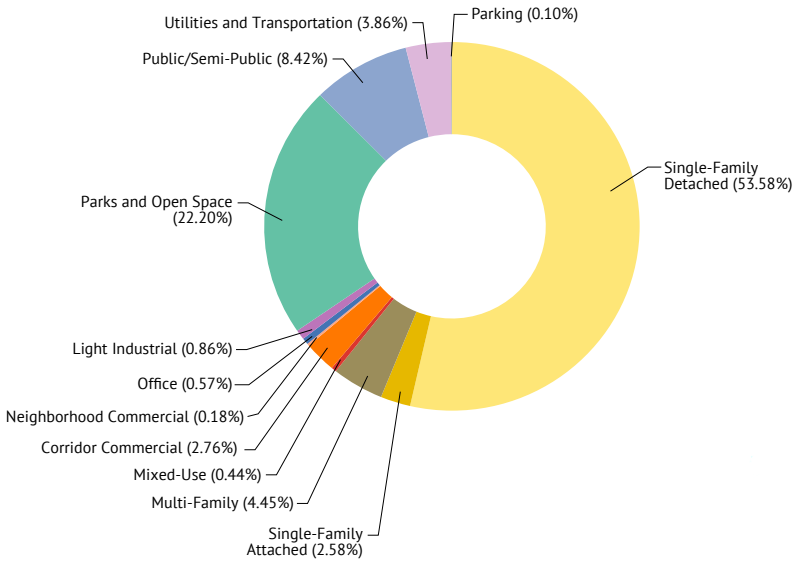
Future Land Use Plan Distribution

The recommendations outlined in the Land Use Plan focus 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. As with 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 3 percent of the Village's area, and mixed-use development is expected to increase throughout 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



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.

APPLICATION FOR SPECIAL USE PERMIT**CLEAR PAGES**

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: January 10, 2024 Application No: _____

Name of Applicant: Katherine McDevitt

Address of Applicant: 235 Forest Avenue

Business Phone: n/a Fax: n/a

Home Phone: n/a Mobile Phone: 773-793-2946

Email: kpmcdevitt@gmail.com

Property Interest of Applicant: 473 North Main Street

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: 526 Crescent LLC • Edward Hirsch

Address of Owner: 526 Crescent Suite 227

Business Phone: 630-469-0388 Fax: n/a

Home Phone: n/a Mobile Phone: n/a

Email: bjmanagement@sbcglobal.net

Property Address: 473 North Main Street

Legal Description of Property:

Please see attached from Andrea Brandl at BJ Management.

Permanent Index No. (PIN): 05.11.317.006 Zoning: C5A

Lot Dimensions: space dimensions: 17x30 Lot Area: 690 square feet

Present Use:

The present use for 473 North Main Street is a shop affiliated with String Theory Yarn Shop.

Requested Use/Construction:

No construction is required for The Learning Studio.

Estimated Date to Begin New Use/Construction: ASAP

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

I will not require the use of any 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:

See 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:

See attached.

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 attached.

3. Will not be hazardous or disturbing to existing or future neighborhood uses:

The Learning Studio will not be hazardous or disturbing to existing or future neighborhood use. There is nothing The Learning Studio will do that would cause such things.

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:

Most of our students will walk or bike from our Glen Ellyn schools to attend their tutoring sessions. Others will get dropped off by a parent or caregiver when coming to The Learning Studio. There is ample parking for the drivers. There is also a metra train line that is easily accessible from 473 North Main Street.

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:

See attached.

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:

The Learning Studio is not manufacturing anything of any kind, so there will be nothing that could be detrimental to any persons, property or the general welfare. Quite the opposite, The Learning Studio is family friendly and will serve the community and its residents.

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:

There will be no undue interference with traffic on surrounding public streets or roads at The Learning Studio. Parents will park and enjoy all the amenities that our beloved village has to offer while their child is tutoring.

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

There is no potential for flood damage at The Learning Studio.

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 destruction, loss or damage of natural, scenic or historic features of any kind to the community at The Learning Studio.

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.

1-10-24

Katherine McDevitt



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**

Describe How the Special Use:

1. Comprehensive Plan states that in a survey, 62% of adults gave Glen Ellyn's schools a positive rating. The Learning Studio supports the students and families who need extra academic support. Since covid-19, the number of families seeking outside tutors to help their child academically has grown exponentially.
2. The Learning Studio 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. It will not change the essential character of the same area, rather, The Learning Studio will enhance the north end of Main Street. The Learning Studio's display window will be an attractive place to visit; think of the old Marshall Field's on State Street at Christmas time.
5. The Learning Studio will not create excessive additional requirements at public cost for public facilities and services. The Learning Studio will not be detrimental to the economic welfare of the Village. Quite the opposite, The Learning Studio will provide tutoring jobs to its qualifying residents (former teachers, exceptional students).

NARRATIVE STATEMENT

The Learning Studio will positively add to and enhance the economic effects of the adjoining properties by:

1. This central location will offer our student's parents the convenience of completing errands during the 55-minute tutoring session.
2. Instead of going home, parents can utilize this time to eat, drink or shop in Glen Ellyn. The Learning Studio will drive business into our town.
3. In addition, The Learning Studio will bring students from surrounding towns. This will also help drive new business into Glen Ellyn.

To Note: There will be no noise, glare, odor, fumes, or vibration that would or could affect the adjoining property.

I have lived, worked, and shopped in Glen Ellyn for 20+ years. The Learning Studio is not only compatible, but it complements the other businesses that are currently surrounding it. In addition, it aligns with the primary demographic of Glen Ellyn which is families. My business will be a resource for all families in our town and surrounding towns.

Examples:

1. The Bookstore of Glen Ellyn: I have shopped at The Bookstore for two decades and this business is a perfect complement to The Learning Studio. I look forward to referring my clients to The Bookstore to order a book that a student needs for school.
2. Since tutoring is predominantly between 3-9, the convenience of our local restaurants will be helpful for the families I serve. Whether it is picking up dinner or heading to dinner after tutoring.
3. In addition, The Learning Studio fills a need that is missing in our town. It will be the hub for all things education and learning.

Our Main Street location would drive and keep many families in Downtown Glen Ellyn that would otherwise have to drive to Roosevelt Road or outside of town for academic tutoring and ACT/SAT preparation.

Having a Downtown Glen Ellyn center that offers these services to our families also says to them: Your child's education is important to The Village.

What to know:

1. Tutoring hours will vary depending on schedules but will likely be 3pm-9pm on the weekdays with weekend hours as well.
2. Tutoring sessions are 55 minutes each.
3. There is room for 4 tutors and students at any one time.

The second component to The Learning Studio is a retail aspect of educational toys and resources. I am collaborating with Megan De Roo, a local mom, and she will be managing the retail side of The Learning Studio.

Megan is owner, founder, and creator of Brainy Day Box: Play with Purpose. **She will be selling her products as well as the other educational resources offered by The Learning Studio on weekday mornings from 9am-noon.**

The Learning Studio will not negatively affect Main Street traffic. With the ample street parking available in front of and around 473 North Main Street, it should allow for an easy transition for our parents and students.

The Comprehensive Plan states that the emphasis should be placed on maintaining and enhancing the unique charm, scale and historic character while facilitating development that increases the number of people living and working in Downtown.

The Learning Studio will maintain and enhance the unique charm of 473 North Main Street. It is my goal to have the window at 473 Main Street be an attraction of its own. It will be visually appealing and honor the space that it holds in the heart of Downtown.

In addition, The Learning Studio will provide jobs for tutors in Downtown Glen Ellyn.

Regarding paragraph E of Section 10-10-14 of the Zoning Code:

1. The Learning Studio 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. The Learning Studio 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. The Learning Studio will not be hazardous or disturbing to existing or future neighborhood uses.
4. The Learning Studio 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. The Learning Studio 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. The Learning Studio 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. The Learning Studio 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. The Learning Studio will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue, or relief; and
9. The Learning Studio will not result in destruction, loss, or damage of natural, scenic or historic features of major importance to the community.
10. There is no immediate plan to replace the current awning that reads "473."

I am also very interested in learning more about being a member of The Downtown Alliance or the Glen Ellyn Chamber and how participating could be mutually beneficial. I look forward to hopefully becoming a positive face as one of our Main Street Businesses.

Thank you so much for reading my narrative statement. It is a privilege and an honor to be considered for the space at 473 North Main Street.

With gratitude,
Katie McDewitt

Describe How the Special Use:

1. Comprehensive Plan states that in a survey, 62% of adults gave Glen Ellyn's schools a positive rating. The Learning Studio supports the students and families who need extra academic support. Since covid-19, the number of families seeking outside tutors to help their child academically has grown exponentially.
2. The Learning Studio 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. It will not change the essential character of the same area, rather, The Learning Studio will enhance the north end of Main Street. The Learning Studio's display window will be an attractive place to visit; think of the old Marshall Field's on State Street at Christmas time.
5. The Learning Studio will not create excessive additional requirements at public cost for public facilities and services. The Learning Studio will not be detrimental to the economic welfare of the Village. Quite the opposite, The Learning Studio will provide tutoring jobs to its qualifying residents (former teachers, exceptional students).

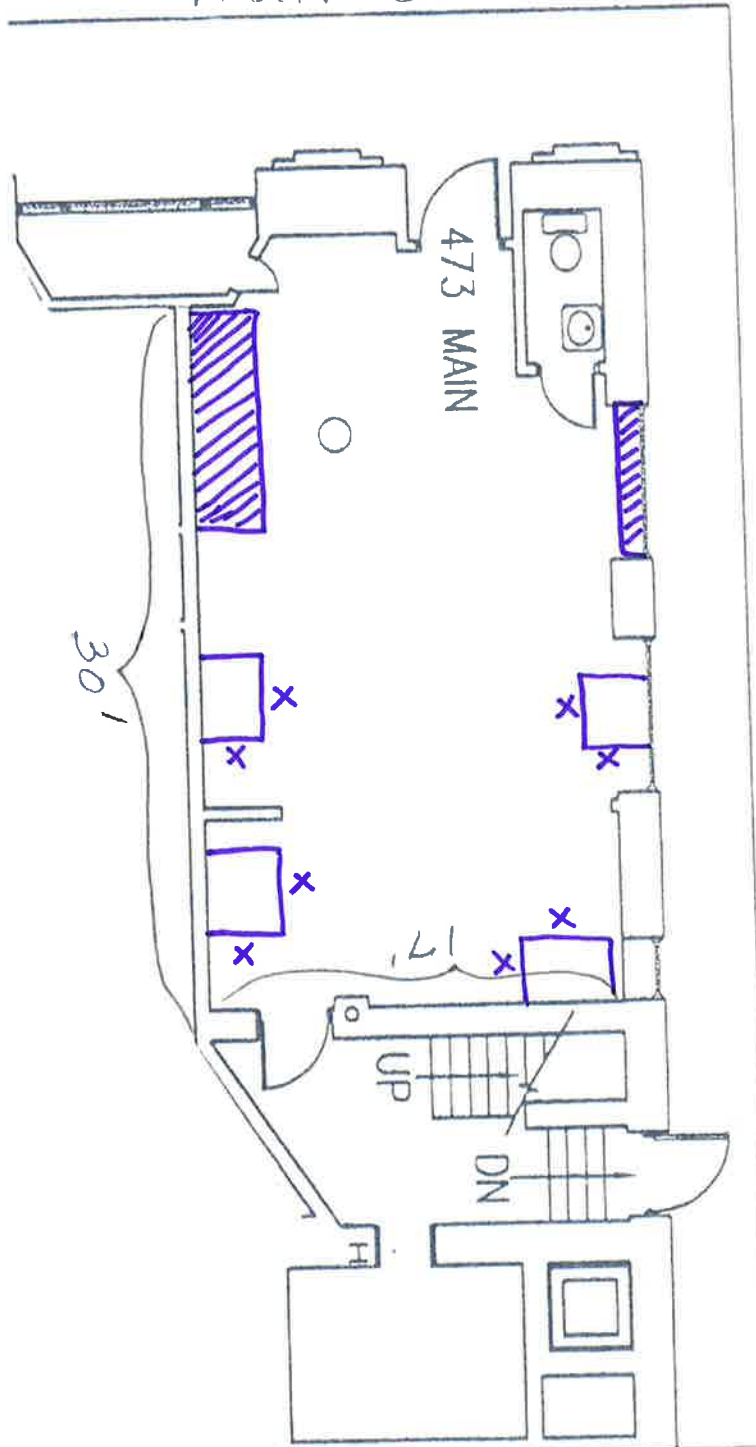
WEST

Main St.

NORTH

SOUTH

EAST



key:
▨: educational resources for sale
□ x tutoring stations

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;

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- (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)

February 7, 2024

Tim Loftus, Chair
Plan Commission
Village of Glen Ellyn

Members of the Village Plan Commission:

I am writing on behalf of the Board of the Alliance of Downtown Glen Ellyn to express our opposition to the granting of Special Use Permits in our central business district (C5A). It is the Board's position that prime space must be dedicated to retail and restaurant businesses that support a strong and vibrant retail community in our downtown.

In the past several years, a number of Special Use Permits have been granted. We are opposed to the further reduction of available space for approved C5A businesses in our small central business district.

We want to be clear that we welcome new businesses and are not opposed to any particular business locating in downtown Glen Ellyn. Rather, we want to encourage businesses to be located in the most appropriate spaces for the benefit of the downtown as a whole.

Thank you for your attention to this matter.

Barb Lemme, President
Alliance of Downtown Glen Ellyn

**(DRAFT) FINDINGS OF FACT TO SUPPORT A MOTION TO RECOMMEND
APPROVAL OF A SPECIAL USE PERMIT TO ALLOW A TUTORING CENTER TO
OPERATE AT 473 N. MAIN 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 to the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code, because it would provide a valued service for families and would be a complimentary use the surrounding retail and restaurant uses.
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 no changes are being made to the exterior of the building.
3. The proposed use will not be hazardous or disturbing to existing or future neighborhood uses of the property because a tutoring center 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 utilize 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 public facilities or services 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 no construction is proposed at this time.
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 N. Main Street and Crescent Boulevard 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.

**(DRAFT) MOTION TO RECOMMEND APPROVAL OF A SPECIAL USE PERMIT TO
ALLOW A TUTORING CENTER AT 473 N. MAIN STREET**

After conducting a public hearing and deliberating on the request of the petitioner, Katherine McDevitt, for approval of a Special Use to allow a tutoring center to locate and operate at 473 N. Main 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 February 22, 2024, 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: _____

**(DRAFT) MOTION TO RECOMMEND DENIAL OF A SPECIAL USE PERMIT TO
ALLOW A TUTORING CENTER AT 473 N. MAIN STREET**

After conducting a public hearing and deliberating on the request of the petitioner, Katherine McDevitt, for approval of a Special Use to allow a tutoring center to locate and operate at 473 N. Main Street in the C5A Central Retail Core Subdistrict, the Plan Commission hereby recommends denial based on the findings of fact:

The Plan Commission finds that:

1. The proposed use will not be harmonious and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or Zoning Code because _____.
2. The proposed project is not designed and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and will change the essential character of the area because _____.
3. The proposed use will be hazardous or disturbing to existing or future neighborhood uses of the property because _____.
4. The proposed use will not be served adequately by existing 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 not be able to provide adequately any such services because _____.
5. The proposed use could create excessive additional requirements at public cost for public services because _____.
6. The use will involve activities, processes, materials, equipment and/or conditions of operation that are detrimental to any persons, property or the general welfare by reason of the excessive production of traffic, noise, smoke, fumes, glare and odors because _____.
7. The project will not have vehicular approaches to the property which are so designed as not to create an undue interference with traffic on surrounding public streets or roads because _____.

8. The project will increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief because

_____.

9. The project will result in the destruction, loss or damage of natural, scenic or historic features of major importance to the community because _____

_____.

Motion by: _____ Seconded by: _____