



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole

Tuesday, January 21, 2025

[immediately following Village Board Meeting]

CALL TO ORDER**ROLL CALL****APPROVAL OF THE MINUTES**

- 1. Approval of the Minutes** for the meeting of the Committee of the Whole from **December 17, 2024**

PUBLIC COMMENT (limited to 3 minutes per speaker)**OLD BUSINESS**

2. Discussion of the FY2025 Budget & Appropriations
- 3. Discussion and Recommendation** of the solicitation of proposals for development of Village owned property located at **11243 Main Street**.

NEW BUSINESS

- 4. Discussion and Recommendation** of issuing a **Special Use Permit (SUP)** for continued operation of an auto body and repair business located at **5414 Edith Lane** (PIN 04-28-327-003).

[Applicant: R & L Auto Body (Katie Stadler)]

ZBA recommends approval voting 5-0-0 on January 8, 2025.

PUBLIC COMMENT (limited to 3 minutes per speaker)**PRESENTATIONS****EXECUTIVE SESSION (IF NECESSARY)****ADJOURNMENT**



Meeting Minutes

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Committee of the Whole Meeting

Tuesday, December 17, 2024

CALL TO ORDER

Administrator Kurlinkus called to order meeting

ROLL CALL

Administrator Kurlinkus requested roll call;

PRESENT

Trustee William Babcock
Trustee Susan Petty
Trustee Justin Plock
Trustee Michael Sima
Trustee Michael Wright
Village President Carol Gustafson

ABSENT

Trustee Stacy Mallicoat

APPROVAL OF THE MINUTES

Approval of the Minutes for the meeting of the Committee of the Whole from **November 19, 2024.**

Administrator Kurlinkus entertained motion,

The motion was made by Trustee Plock and seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

OLD BUSINESS

NEW BUSINESS

1. Discussion and Recommendation of an agreement with **North Park Public Water District** related to the repainting of water towers within the Village limits.

Administrator Kurlinkus summarized the recommendation, referring to the board packet stating;

North Park Public Water District is providing the Village with the opportunity for the Village's logo to be displayed on the District's Tower 3, located at 6008 Broad Street, to promote community identity and visibility. This project will take place in late spring of 2025 and will require the Village to enter into an intergovernmental agreement with NPPWD, with the Village reimbursing the district for the cost of painting the logo. As the Village is working on a new logo design and rebranding, participating in this project will be an excellent opportunity to publicly launch this new image. The cost to Village bears the full cost of incorporating the logo into the repainting project, including all expenses for design, materials, labor, installation, and any necessary permits or approvals, for the amount of \$12,000.

Adminstrator Kurlinkus stated they are looking into new logo for the Village, and the water tower painting would be no earlier than April.

Trustee Sima stated he does not want to rush a logo for the Village just to put the logo on the Water Tower, he believes there should be proper steps for the logo with public input. Trustee Plock inquired how many water towers are in Roscoe? President Gustafson stated to straw poll, Trustee Wright would like to see where the water tower is. Trustee Wright would prefer to push to January so he can look at the water tower in question. Administrator Kurlinkus stated the new logo is not being rushed and that project will not start until after the first of the year. Trustee Petty stated she was in favor, Trustee Plock would like to go through design process and he does not like the location of the water tower, Trustee Sima stated he would like to go with logo first. Trustee Babcock would prefer to get logo first, asking if it is \$12,000 per water tower? Administrator Kurlinkus stated he would contact North Park Water to find time table for the other two water towers. Administrator Kurlinkus stated he will hold off on this and table for later discussion.

2. Discussion of **2025 Capital Projects**

Administrator Kurlinkus stated the Village is already locked in on several projects for 2025:

1-Main Street Parking Lot

2-Main Street Pop Up Market

3-Porter Park Osland Grant

After reviewing the operational budgets and current fund balances what is currently left is \$4,412,000.00.

Administrator Kurlinkus stated there are several smaller projects as well, but total Capital Requests is \$5,869,000.00.

Residential Street Program needs to be reviewed, what would the board like to do?

Brandon provided the board an overview of the residential streets program, stating approximately \$477,000 is projected for the program. Last year 2024 - Hidden Creek and Promatory Ridge. That was about a \$700k project. For 2025, the proposal was Hodges Run Sub-division and Roscoe Center Subdivision around the Roscoe Library. Brandon provided information with cost of Phase 1 for Main Street totally \$1,692,000 YMCA extending North to Rule Edge Intersection.

President Gustafson would like to see fund balances with clear indication of how much money remains for spending for the projects. Administrator Kurlinkus stated the Village is already committed to the three larger projects, as well as property purchase and Residential Roads that total amount is \$4,475,858.00. This may be the year to just focus on the big projects.

Further budget discuss with a deep dive will be on Tuesday January 21, 2025.

PUBLIC COMMENT (limited to 3 minutes per speaker)

None

PRESENTATIONS

None

EXECUTIVE SESSION (IF NECESSARY)

None

ADJOURNMENT

Administrator Kurlinkus entertained a motion,

Motion made by Trustee Plock, Seconded by Trustee Wright.

Voting Yea: Trustee Babcock, Trustee Petty, Trustee Plock, Trustee Sima, Trustee Wright

904p

Zoning Board of Appeals Meeting of January 8th, 2025**Application No. ZBA 2025-002****Applicant:** **R & L Auto Body (Katie M. Stadler)****Location:** 5414 Edith Lane (PIN 0428327003)**Requested Action:** Special Use Permit renewal**Existing Use:** Automobile Repair and Services**Proposed Use:** Automobile Repair and Services**Existing Zoning:** IL (Industrial – Light)**Adjacent Zoning:**

North: IG (contiguous)

East: PC (contiguous)

South: PC (contiguous)

West: IL (contiguous)

Description: The applicant is seeking the renewal of a Special Use Permit that was granted on January 3, 2013. This property is currently being used as an automobile collision repair business. The conditions on the original Special Use Permit, found in Village Ordinance Number 2013-5, state the following:

1. All inoperable vehicles and auto body parts shall be behind an 8-foot-tall sight obscuring fence.
2. There will not be outside storage of automobile parts or components.
3. The special use permit will expire 10 years from the date of board approval or upon sale of the business whichever happens first.
4. The Permittee shall allow the Village to enter upon the facility premises at reasonable times to inspect the operation and conformity with the special use permit.

Analysis: This renewal was recently triggered upon the need for a zoning verification letter from the Village, due to sale of the business. However, the 10-year expiration date of the original approval has also passed. Either way, this renewal is necessary for this business to continue operation. According to staff, no serious nuisances or infractions to the Village Code have been

reported at the site. Upon initial review of the site using Google Street View, all site-specific conditions attached to the Special Use Permit's original approval have been met.

No changes to the site have been proposed by the applicant.

As part of the application form completed by the applicant, description of how the proposed, in this case existing, use does not damage the health, safety or general welfare of the Village is provided. The applicant states that R&L Auto Body maintains a hazardous waste generator number with the EPA and uses Safety-Kleen to dispose of said waste safely. The applicant further states that the business maintains both a customer access driveway and adequate parking for customer parking/drop-off, employee parking, and holding spaces for moving vehicles.

Staff has noticed that R&L Auto Body is located is on two separate parcels, PINs 04-28-327-003 and 04-28-327-004. The lot split occurs at the back of the lot and no buildings are affected. However, R&L Auto Body's rear parking area is divided by this property line. Also, the rear parking area has a portion that is unpaved and uses gravel. Due to the automotive use and nature of the business, this portion of the parking area will need to be paved. While this is the case, staff does not believe that this should hold up the approval of the Special Use Permit and will be recommended as a condition of approval.

Recommendation: Staff recommends **approval** of the Special Use Permit for 5414 Edith Lane for the operation of an Automobile Repair and Services use, subject to the following conditions:

1. The two parcels on which the business sits, PINs 04-28-327-003 and 04-28-327-004 are combined no later than January 1st, 2026.
2. The gravel portion of the rear parking area, currently on PIN 04-28-327-004, shall be paved no later than May 5th, 2025.



**APPLICATION FOR DEVELOPMENT APPROVAL:
SPECIAL USE REVIEW AND APPROVAL**

This form is to be used for all Special Use applications (except Planned Developments) to be heard by the Village of Roscoe. Failure to complete this form properly will delay its consideration.

PART I. GENERAL INFORMATION

A. Project Information

1. Project/Owner Name: R & L Auto Body
2. Project Location: 5414 Edith Lane, Roscoe, IL 61073
3. Brief Project Description:
Renewal of Special Use Permit for R & L Auto Body
due to change in ownership. It is the same
business on the same property.
4. Project Property Legal Description:
- 2 parcels: 428327003 and 428327004
- 1.5 acre site
- 60 x 120 ft building
5. Project Property Size in Acres and Square Feet: 1.5 acres / 7,200 sq ft
65,202 sq ft

B. Owner Information

1. Signature: _____
2. Name: Katie M Stadler
3. Address: 4354 Woodcliff Ln, Roscoe IL 61073
4. Phone Number: _____

C. Agent Information (Designation of an agent to act on behalf of the owner is optional.)

1. Signature: _____
2. Name: _____
3. Address: _____
4. Phone Number: _____ Fax: _____ Email: _____

Official Use Only

App Date _____	ZBA Date(s) _____	Zoning District _____
Com Date _____	CA Date _____	Comp Plan _____
ZBA Approved _____	Approved with conditions _____	Denied _____
CA Approved _____	Approved with conditions _____	Denied _____

PART II. APPLICATION REQUIREMENTS

The materials required to be included with an application for a Special Use are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials as necessary to fully evaluate the proposed project. All information, including this application form, must be submitted electronically in either a PDF or Word format to the email address noted below the table. If the combined file size exceeds 10MB, a Dropbox or zip file must be used.

Official Use Only

Item # ^(a)	Application Material	Initial Application		Revisions		Second Set of Revisions	
		Required Materials	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application	X					
2.	Project Narrative	X					
3.	Basic Application Fee	X					
4.	Agreement for Reimbursement of Professional Consulting Fees	X					
5.	Proof of Ownership	X					
6.	Agent Affidavit	X					
7.	Property Owners within 250 feet	X					
9.	Survey / Legal Description	*					
10.	Site Plan	X					
11.	Building Elevations	X					
12.	Floor Plans	X					
13.	Roof Plan	*					
14.	Color Rendering	X					
15.	Photographs of Existing Property and Area	X					
16.	Landscape Plan	X					
18.	Village Utility Impact Calculations and Report*	*					
19.	Preliminary Utility Improvement Plans*	*					
20.	Utility Letters*	*					
21.	Traffic Study*	*					
22.	IDOT Permit for Work*	*					

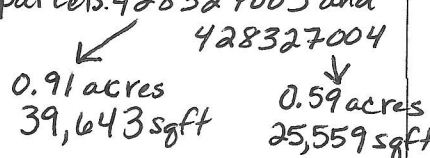
*= if deemed necessary by Village staff

Submit all of the above electronically to: Janel Reidinger at jreidinger@villageofroscoe.com

If you have any questions, please call Janel at 815-623-2829 ext. 104.

PART III. SITE DATA TABLE

Please fill in the following table with information about the site.

	Existing	Proposed
<u>Lot Size</u>	parcels: 428327003 and 428327004  0.91 acres 39,643 sqft 0.59 acres 25,559 sqft	
<u>Lot Coverage</u> (List as both a square footage and a percentage) To calculate this, take the square footage of all buildings and structures and divide by the total lot area.	Building 7,200 sqft = 11.04% Uncovered lot = 58,002 sqft = 88.96% Total = 65,202 sqft = 100%	
<u>Front Yard Setback</u>	~72 ft	
<u>Side Yard Setbacks</u>	West ~45 ft East ~125 ft	
<u>Rear Yard Setback</u>	~54 ft	
<u>Height of Tallest Structure</u>	14 ft	
<u>Number of Dwelling Units (for residential projects)</u>	N/A	
<u>Total Building Area by Floor (for non-residential projects)</u>	7,200 sqft - 1 level	

PART IV. JUSTIFICATION OF THE PROPOSED SPECIAL USE

Please answer all questions, but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. **Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.**

1. How is the proposed Special Use in harmony with the purposes, goals, objectives, policies and standards of the Village of Roscoe Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice, by the Village?

R&L Auto Body has held a special use permit for this property for 12+ years. R&L Auto Body will continue to support the village's economic goals by contributing to local employment^{and} offering services to residents and nearby businesses. It will maintain compliance with safety and environmental standards and continue to minimize adverse effects on the surrounding area. We believe this is an appropriate zoning district for the business considering the surrounding businesses including an automotive repair shop across the street.

2. How will the proposed Special Use not be detrimental to the health, safety, and general welfare of the Village and not be materially injurious to properties or improvements in the vicinity?

R&L Auto Body has obtained and maintained a hazardous waste generator number (ILD984902932) with the EPA and uses Safety-Kleen to dispose of the small amount of hazardous waste generated. R&L Auto Body will continue to ~~be~~ maintain the highest level of health and safety for our employees as well as for the Village.

3. How will adequate utilities, access roads, drainage and/or other necessary facilities be provided to the Special Use?

R&L Auto Body's property contains its own well and septic systems. They will continue to be maintained in the same manner as they have been over the past 12+ years. The auto body shop has safe and efficient access roads that do not interfere with existing traffic patterns or create hazards. The auto body shop will maintain adequate space for customer drop-offs, employee parking, and movement of vehicles to and from repair bays.

4. What measures have been taken to provide efficient ingress and egress from the Special Use site?

R&L Auto Body maintains a customer access driveway with parking and a separate employee access driveway with employee parking along with additional parking spaces for vehicles before, during, and after repairs. The lot is situated at the end of the access road and is far from any busy intersections.

R & L Auto Body

Item # 4.



12/19/2024

