



Meeting Agenda

Location:

Village Hall -
10631 Main Street
Roscoe, IL 61073

Zoning Board of Appeals
Wednesday, January 08, 2025
5:30 PM

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

1. **Approval of the Minutes** for the meeting of the Zoning Board of Appeals from **December 11, 2024**.

NEW BUSINESS

2. ZBA 2024-017: **Discussion and Recommendation for Approval of a Planned Unit Development (PUD)** for the properties located at **13000 and 13019 N 2nd Street** (PIN 04-21-151-004 & 04-21-151-005).

[Applicant: Rogue Event Rentals LLC]

3. ZBA 2025-001: **Design Review** for Approval of a **700 SF Accessory Storage Structure** located at **11212 Main Street** (PIN: 04-33-176-016).

[Applicant: Roscoe Glass (Duane Flowers)]

4. ZBA 2025-002: **Public Hearing for Approval** of 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)]

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

Zoning Board of Appeals Meeting of January 8, 2025**Application No. ZBA 2024-017**

Applicant: Rogue Event Rentals LLC

Location: 13000 and 13019 N 2nd Street (Parcel #s 04-21-151-004 and 04-21-151-005)

Requested Action: Planned Development Approval

Existing Use: Professional Office; Vacant

Proposed Use: Professional Office; Light Industrial

Existing Zoning: IL (Industrial – Light)

Adjacent Zoning:

North: CH (contiguous)

East: IG (contiguous)

South: IH (contiguous)

West: UT (Across Highway 251)

Background: The applicant is seeking approval for a Planned Development at the properties at 13000 and 13019 N 2nd Street. These parcels were recently annexed into the Village and given the zoning designation of Industrial-Light (IL) to facilitate the development and use of an inflatable rental business. The applicant would like to construct a storage building for inflatables. There is an existing office building on-site that will be used by the applicant as well. These two parcels are intended to be combined in the near future, which would require a Planned Development to allow multiple principal buildings on the same lot. At the same time, a Planned Development would be required to allow the proposed storage building's close proximity to the existing lot line that runs through the middle of the parcels. In short, whether the parcels are combined or not, a Planned Development is necessary for this project to move forward.

Submittal: The site plan submitted by the applicant shows several improvements to the property, including the following:

1. A new 19,200 sq. ft. HMA pavement area.
2. A new 11,520 sq. ft. warehouse and storage area.
3. Additional landscaping provided on the front façade of the new building.

The site plan indicates the existing improvements on the property as well as the existing office building, parking lot, accessory garage building, and billboard present on the property.

Zoning Analysis: The following table details the requirements for buildings and structures in the Industrial-Light (IL) district:

	District Standard (IL)	Proposed Building
Lot Coverage	60% Maximum (76,432 sq. ft.)	11,520 sq. ft. (9%)
Front Setback	100 foot minimum (½ of ROW)	201 feet
Side Setback	10% of lot width (32.74 ft required)	0 feet on south side; 58.1 feet on north side
Rear Setback	30 foot minimum	100+ feet
Height	100 foot maximum	NOT PROVIDED BY APPLICANT

The applicant has not provided elevations for the proposed building and it will need to go through Design Review anyway. That being said, the Zoning Board of Appeals should not allow a flexibility to the height maximum in the Industrial-Light zoning district. However, the setback flexibility should be allowed given the proximity of the warehouse/storage building to the office building and the intended combination of the parcel.

Land Use Analysis: Having multiple principal buildings on the same lot is not allowed according to Section 15-513 *General requirements*. However, the Section goes on to state that Planned Developments can offer flexibility on this requirement. Granting the property a flexibility for two principal buildings, as shown in the site plan provided to staff is consistent with the spirit and intent of the zoning district, the land use, and general development attitude in the Village.

Regarding the actual use of the building, storage of material and equipment is permitted within the Industrial-Light zoning district. ‘Machinery sales and rentals’ is also listed as a permitted use in the zoning district, which would allow the existing office building to continue operating.

Landscaping Plan: The applicant has submitted a landscaping plan in addition to the site plan. The plantings listed on the landscaping plan indicate that new plantings shall only be installed on the west/street-facing façade of the proposed warehouse/storage building. This site plan includes:

- 5 Summerwine Ninebark
- 10 East Friesland Blue Salvia
- 6 Goldmound Spirea
- 2 Autumn Blake Maple

The site is heavily wooded on both the north and southern lot lines, which will provide adequate screening from public and neighborly view. Article XI of the Zoning Code governs landscaping

regulations. Required landscaped areas include: building foundation, parking lot perimeter, parking lot interior, and transition zone areas.

Building foundation plantings require foundation plantings for at least 80% of the entire building's façade length (excluding walkways). The applicant's provided site plan shows plantings along the entire length of only one of the building's facades. The applicant has indicated that they would like to request a flexibility from this requirement in the code, with the justification that the building would be heavily secluded and not often seen from public view. Staff agrees with this interpretation and recommends approval of the flexibility request.

The parking lot perimeter landscape area requires additional plantings between parking spaces, walkways, and terrace areas. The applicant's site plan does not indicate that the expanded parking lot will receive any new plantings. The Zoning Code indicates that these landscaping requirements apply only to the creation of new surface parking lots or new sections of expanded parking lots. The applicant is also requesting a flexibility from this portion of the code as well, with the justification that these parking spaces will be setback significantly far from the public road and screened by existing landscaping for the existing parking lot area onsite. Staff agrees with this interpretation and recommends approval of the flexibility request.

Parking lot interior landscaping regulations only apply if the resulting parking lot would contain 15 or more parking stalls. The applicant's site plan shows an additional 5 parking spaces. These requirements do not apply.

Transition area landscaping is required between newly constructed buildings and neighboring properties. The intent of these areas is to provide varying levels of screening dependent on the adjacent uses. Neighboring industrial uses, such as these, require notably less screening than other pairs. The area between the proposed warehouse/storage building and the tree service use to the north is densely vegetated and provides more than adequate screening. As a condition of approval, the applicant must submit a landscape plan showing a basic inventory of the vegetated area to the north to ensure that this area will remain heavily screened in the future.

Off-Street Parking Requirements: The off-street parking requirements for this 'warehouses, wholesale establishments, storage, and distribution centers' is:

- 1 space per 2,000 square feet, AND;
- 1 space per employee.

The applicant has indicated that there will be 5 new parking spaces in the extension of the paved area. The applicant indicated that staff would be on-site in the existing office building and not the storage building. Therefore, this development will require at least 6 parking spaces. The applicant

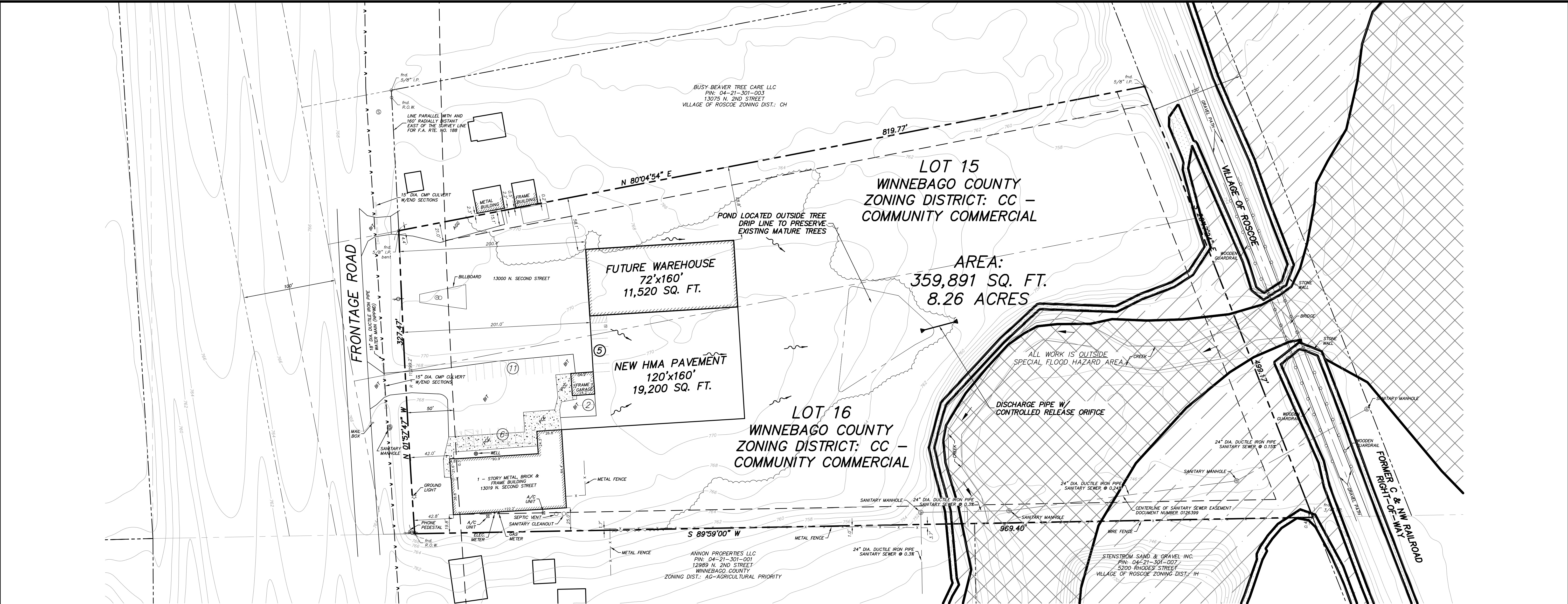
indicated to staff that painting additional space(s) would not be an issue. As a condition of approval, the Design Review of the proposed storage building will need to indicate at least 6 parking spaces in addition to 1 parking space per employee on-site at the storage building in the future.

Table of Requested Flexibilities:

	Code Standard	Proposed	Staff Recommend?
Multiple Principal Buildings on a Single Lot	Not allowed except for PD zones.	One office building and one storage/warehouse.	Staff recommends approval of this flexibility.
Setback to Southern Lot Line	32.74 feet required.	0 feet to the lot line given for new warehouse building.	Staff recommends approval of this flexibility.
Building Foundation Landscaping	80% of entire building façade covered.	One façade facing the public street entirely covered.	Staff recommends approval of this flexibility.
Parking Lot Perimeter Landscaping	New areas must comply with Section 15-658.	No parking lot perimeter landscaping indicated.	Staff recommends approval of this flexibility.

Staff Recommendation: Staff recommends **approval** of the Planned Development, subject to the following conditions:

1. The two lots must be combined no later than March of 2025.
2. The proposed warehouse must receive Design Review approval prior to the issuance of any zoning or building permits.
 - a. Revision of the provided landscaping plan to provide a basic inventory of the vegetation on the north lot line of 13000 N 2nd Street to ensure continuance of thick tree cover.
 - b. Detailed building schematics and elevations will be required for the Design Review process.
 - c. A sixth parking space will be required on the Design Review approval.



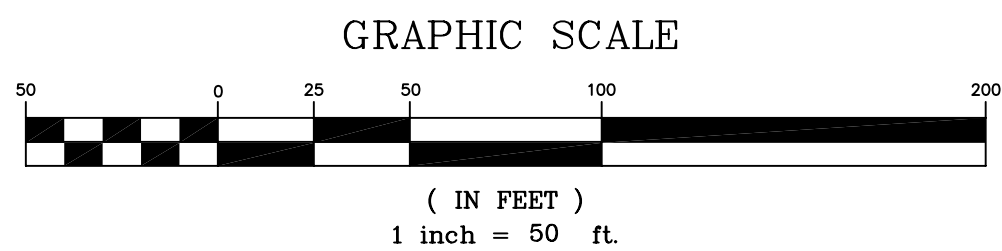
LEGAL DESCRIPTIONS:		
13000 NORTH SECOND STREET		
Lot Fifteen (15) as designated upon the Plat of Highway Heights, being a part of the Northwest Quarter (1/4) of Section 21, Township 46 North, Range 2 East of the Third (3rd) Principal Meridian, the Plat of which is recorded in Book 22 of Plat Records on Page 162 in the Recorder's Office of Winnebago County, Illinois; EXCEPTING that part Deeded to the State of Illinois for roadway purposes as shown in Book 937 on Page 19; situated in the County of Winnebago and State of Illinois; AND		
13019 NORTH SECOND STREET		
Lot Sixteen (16) as designated upon the Plat of Highway Heights, being a part of the Northwest Quarter (1/4) of Section 21, Township 46 North, Range 2 East of the Third (3rd) Principal Meridian, the Plat of which is recorded in Book 22 of Plat Records on Page 162 in the Recorder's Office of Winnebago County, Illinois; EXCEPTING that part Deeded to the State of Illinois for roadway purposes as shown in Book 937 on Page 19; situated in the County of Winnebago and State of Illinois.		

PARKING SPACES:		REQUIRED YARDS AND SETBACKS:	PROPOSED YARDS AND SETBACKS:
EXISTING STANDARD:	19	FRONT YARD: 1/2 R.O.W. OR 50 FT.	FRONT YARD: 50 FT. - SOUTHWEST CORNER
EXISTING ACCESSIBLE:	2	WHICHEVER IS GREATER	OF EXISTING BUILDING ENCROACHES
PROPOSED STANDARD:	5	SIDE YARD: 10 PERCENT OF LOT WIDTH	SIDE YARD: 20'
PROPOSED ACCESSIBLE:	1	NOT REQUIRED MORE THAN 20 FT.	REAR YARD: 30 FT.
REAR YARD:		30 FT.	

FLOOR AREA RATIO:	0.56 : 1	LOT AREA COVERAGE:	54545.41 SQ. FT.	DRY BOTTOM DETENTION POND (SIZED FOR NEW IMPERVIOUS SURFACE) DISCHARGE INV.: 762.00 OVERFLOW SPILLWAY ELEV.: 765.75
EXISTING BUILDINGS:	8,587 SQ. FT.			
PROPOSED BUILDING:	11,520 SQ. FT.			
LOT AREA:	359,891 SQ. FT.			

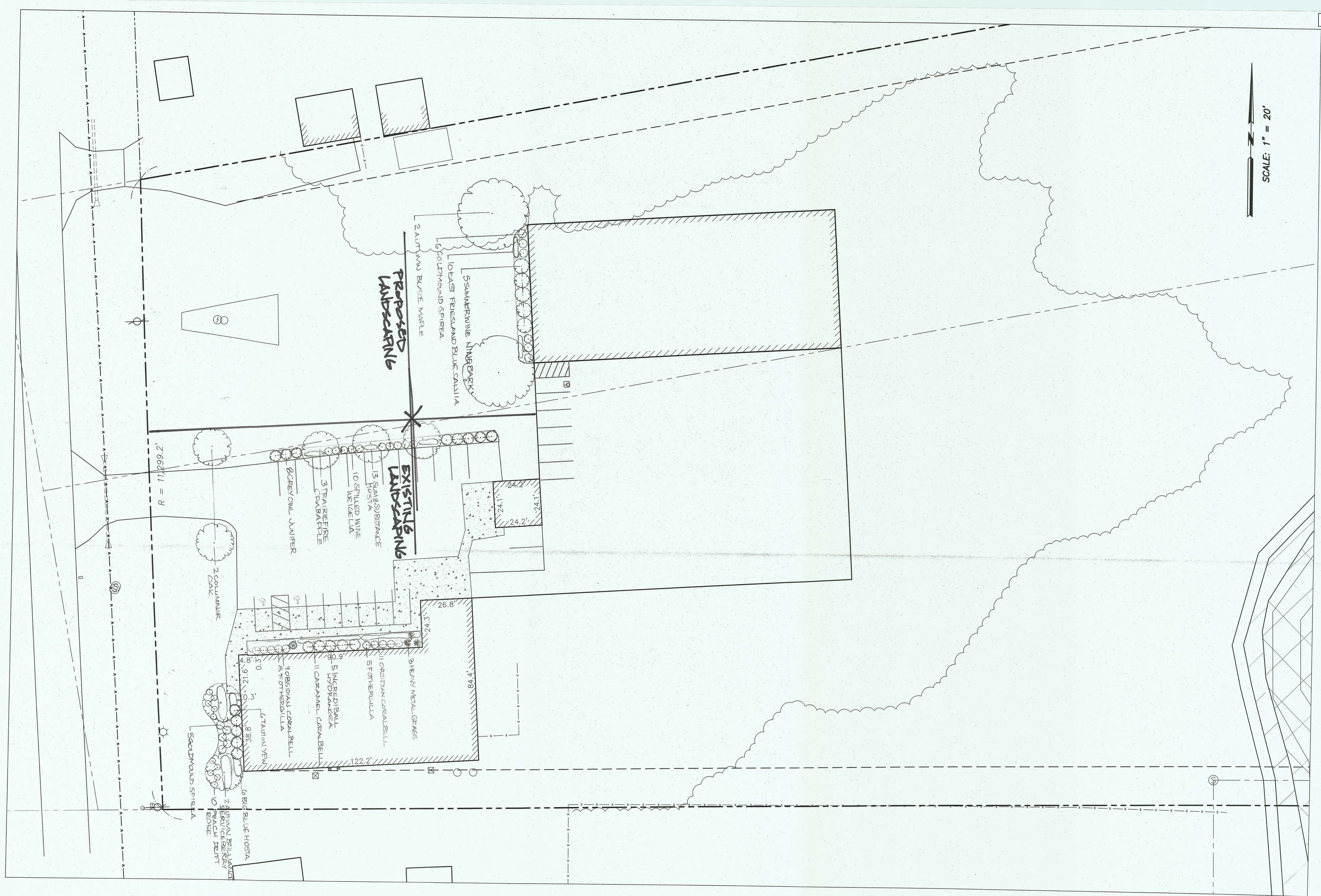
LEGEND	
⊠AC BT △CA ⊠CI ⊠CO ⊠EP ⊠PH ⊠QL ⊠GW ⊠LP ⊠HB ⊠PC ⊠RD ⊠SSA ⊠SN ⊠ST(O) ⊠ST(C) ⊠TP ⊠UP ⊠WS ⊠WV	AIR CONDITIONING UNIT BITUMINOUS SURFACE CABLE TV PEDESTAL CURB INLET (STORM SEWER) SANITARY CLEANOUT ELECTRIC PEDESTAL FIRE HYDRANT GROUND LIGHT GUY WIRE LIGHT POLE MAILBOX ROOF DRAIN OUTLET SANITARY SEWER MANHOLE SIGN STORM SEWER OUTLET STORM SEWER MANHOLE (CLOSED LID) STORM SEWER MANHOLE (OPEN LID) TELEPHONE PEDESTAL UTILITY POLE WATER SPIGOT WATER VALVE
⊠	SCALED LOCATION OF FEMA REGULATORY FLOODWAY
⊠	SCALED LOCATION OF FEMA ZONE AE 1% ANNUAL CHANCE OF FLOOD
⊠	SCALED LOCATION OF FEMA ZONE X 0.2% ANNUAL CHANCE OF FLOOD

SITE PLAN
FOR
VILLAGE OF ROSCOE
PLANNED UNIT DEVELOPMENT
PART OF LOTS 15 & 16
PLAT OF HIGHWAY HEIGHTS SUBDIVISION
PART OF THE NORTHWEST 1/4 OF SECTION
21-46-2 EAST OF THE THIRD PRINCIPAL MERIDIAN
WINNEBAGO COUNTY, ILLINOIS
NOVEMBER 2024



BEARING BASIS: PLAT OF
HIGHWAY HEIGHTS

PREPARED BY:
R.K. JOHNSON & ASSOCIATES, INC.
CONSULTING CIVIL ENGINEERS - LAND SURVEYORS
1515 WINDSOR ROAD LOVES PARK, ILLINOIS 61111
(815) 633-5097 - www.rkjohnsonassociates.com
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184-004994
NOVEMBER 13, 2024 JOB NO. 18508
PREPARED FOR: ALEX BLONDIN
SHEET 1 OF 1



Zoning Board of Appeals Meeting of January 8th, 2025

Application No. ZBA 2025-001

Applicant: Duane Flowers

Location: 11212 Main Street (PIN #0433176016)

Requested Action: Design Review

Existing Use: Professional Services

Proposed Use: Professional Services

Existing Zoning: CG (Commercial – General)

Adjacent Zoning:

North: R1 (contiguous)

East: CR (across Main Street)

South: R1 (contiguous)

West: R1 (contiguous)

Description: The applicant is requesting Design Review approval at 11212 Main Street for the construction of an accessory storage building. This property is the Roscoe Glass Company. The proposed accessory storage building will be used to house equipment and product before it's shipped. The accessory building is currently on the business owner's personal property, and would be deconstructed, transported, and reassembled at 11212 Main Street.

Zoning Analysis: The proposed building would be in the rear yard of the parcel, behind the fencing along the property line. The new building would be closest to the western corner of the parcel. The applicant has provided the following measurements:

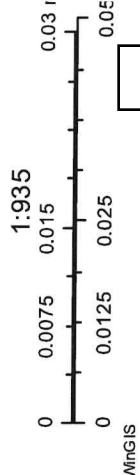
	District Standard (CG)	Proposed Building
Height of Building	25 foot maximum	12 feet in height
Lot Coverage	60% maximum	704 sqft addition (24.7%)
Setback to Side Lot Line	10 foot maximum	Agreed to by applicant
Setback to Rear Lot Line	10 foot maximum	Agreed to by applicant

As seen on the WinGIS, the rear of the property is currently covered in a gravel area. In discussion with Village staff, the applicant indicated that this area is intended to be paved with compacted recycled asphalt as the business' budget permits. Eventually, the entire rear yard of

the property will have its gravel replaced with asphalt. There are no public parking spaces in this gravel area and it is screened from public view by a fence along all adjacent property lines. However, as a condition of approval, the area under the proposed building will need to be paved prior to installation of the new accessory storage building.

Recommendation: Staff recommends **approval** of the Design Review request for the construction of a 704 square foot accessory storage building at 11212 Main Street, subject to the following conditions:

1. The area that will be covered by the proposed accessory storage building shall be paved prior to construction.
2. The applicant must provide Village staff the Design Review application form and fee prior to any permits being issued.
3. The accessory storage building shall be at least 10 feet from any and all lot lines.



Item # 3.

12/4/2024

Recvd 12/12/2024







Side view screening from Wallace Drive

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*	*					

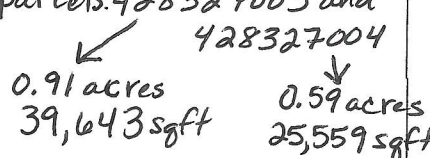
*= if deemed necessary by Village staff

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

