



Planning Commission / Zoning Board of Appeals

MEETING AGENDA

MAY 20, 2020

7:00 P.M. Village Hall, 10 S Municipal Drive

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I. CALL TO ORDER:

II. ROLL CALL:

III. APPROVAL OF MINUTES: March 18, 2020 Meeting Minutes

IV. PUBLIC HEARING: Special Use 60 Maple Catering

V. NEW BUSINESS: None

VI. OLD BUSINESS: None

VII. COMMISSIONER COMMENTS AND  
MISCELLANEOUS INFORMATION

VIII. ADJOURNMENT

**VILLAGE OF SUGAR GROVE  
PLANNING COMMISSION/ZONING BOARD OF APPEALS  
MINUTES of March 18, 2020 MEETING**

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**NOTE: The following meeting occurred during the COVID-19 Pandemic. Executive Order 2020-7 (Executive Order in Response to COVID-19/ COVID-19 Executive Order Number 5) issued by the Governor on March 16, 2020, among other things, suspended certain requirements of the Open Meetings Act, including mandatory presence by Commissioners at public meetings to conduct public business. Members of the Planning Commission/Zoning Board of Appeals participated in this meeting via electronic means.**

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**1. CALL TO ORDER**

The meeting of the Sugar Grove Planning Commission/Zoning Board of Appeals was called to order at 7:00 p.m. by Chairman Ochsenschlager in the Board Chambers of the Village of Sugar Grove Village Hall.

**2. ROLL CALL**

Present: Chairman Irv Ochsenschlager, John Guddendorf, Larry Jones, James Eckert, and Rebecca Sabo

(John Guddendorf and Rebecca Sabo participated via electronic means)

Absent: James White, and Greg Wilson

Also present: Walter Magdziarz, Community Development Director

**3. APPROVAL OF MINUTES**

Commissioner Eckert moved to approve the March 4, 2020 meeting minutes. Commissioner Sabo provided the second.

**Motion PASSED by unanimous voice vote**

**4. PUBLIC HEARING:**

Petition 20-005

Applicant: Gertrude A. Huberty Trust

Rezoning from CU-PUD (Kane County to R-2 Detached Residential District

Chairman Ochsenschlager opened the public hearing and swore all those wishing to testify. With the Applicant's concurrence, W. Magdziarz provided a brief explanation of the rezoning request.

Chairman Ochsenschlager opened the floor to objectors. None were present. Chairman Ochsenschlager closed the public hearing at 7:04 p.m.

Chairman Ochsenschlager opened the floor to Commissioners for discussion. W. Magdziarz clarified the annexation process as it relates to the subject property.

Commissioner Jones moved to recommend the Findings of Fact so stated in the Advisory Report for Petition 20-005 be accepted and the Village Board approve the zoning reclassification as requested. Commissioner Guddendorf provided the second.

*NOTE: These minutes are not a verbatim transcription of the comments, statements and discussion that occurred during the meeting. They are intended to make an official record only of the actions taken by the Planning Commission / Zoning Board of Appeals, and may include only a brief description of discussion items. They may not reference some of the individual attendee's comments, nor the complete comments if referenced.*

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AYES: L. Jones, J. Guddendorf, J. Eckert, R. Sabo, and I. Ochsenschlager

NAYES: *None*

ABSENT: J. White, and G. Wilson

**Motion PASSED**

**5. NEW BUSINESS:**

None

**6. OLD BUSINESS:**

None

**7. COMMISSIONER COMMENTS AND MISCELLANEOUS INFORMATION**

None

**8. ADJOURNMENT**

Commissioner Jones moved to adjourn, Commissioner Sabo provided a second.

**Motion PASSED by unanimous voice vote**

The meeting was adjourned at 7:17 p.m.

Prepared by:  
Walter Magdziarz, Recording Secretary

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**VILLAGE PRESIDENT**

P. Sean Michels

**VILLAGE ADMINISTRATOR**

Brent M. Eichelberger

**VILLAGE CLERK**

Alison Murphy



**COMMUNITY DEVELOPMENT**

**VILLAGE TRUSTEES**

Sean Herron  
Jen Konen  
Ted Koch  
Heidi Lendi  
Rick Montalto  
Ryan Walter

**A D V I S O R Y  
R E P O R T**

TO: Plan Commission  
FROM: Walter Magdziarz, Community Development Director  
Danielle Marion, Planning and Zoning Administrator  
DATE: May 7, 2020  
PETITION: 20-009

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**GENERAL INFORMATION**

HEARING DATE: May 18, 2020  
PROJECT NAME: 60 Maple Street Catering  
PETITIONER: Joshua Sowers  
LOCATION: 60 Maple Street  
PARCEL NUMBER(S): 14-21-182-018  
CURRENT ZONING: B-1

**PROPOSAL**

The applicant is requesting a special use permit for a catering facility located at 60 Maple Street, pursuant to Section 11-4-22 of the Sugar Grove Zoning Ordinance.

**CHARACTER OF AREA**

The subject property is located on the south side of Maple Street, just west of Main Street. Nearby there is a multi-use building with several businesses, including a hair salon and real estate office. To the west and north of the property is residential. The subject property is zoned B-1. The proposed Special Use will occupy a tenant space that previously had a catering facility within it.

**BACKGROUND & HISTORY**

Originally a post office facility, the premises most recently was the location of The Catering Gourmet, a catering kitchen. The previous catering kitchen was issued a Special Use Permit in November 2006, but the previous use has been dormant for so long that the Special Use has expired. The property is zoned B-1; a catering facility is permitted in this zoning district as a Special Use.

The applicant is looking to create a high quality private commercial kitchen work space for meal prep and catering services. Food produced at the facility will be sold off-site at local farmers markets, local businesses and special events.

### **FINDINGS OF FACT**

Note: The italicized portions in the Findings of Fact item/s below constitute staff's suggestions on the various required findings. The Plan Commission should remember that they are free to modify these suggestions and adopt their own if they so desire.

1. Findings of Fact (Special Use) – Several standards must be satisfied in order to grant a Special Use. These standards, and the status of each, are described below. The Planning Commission must establish that the Special Use:

- a. Will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this zoning ordinance.

*The proposed catering facility is consistent with the objectives of the Comprehensive Plan and the Zoning Ordinance. The proposed use could be considered compatible with planned uses for the area.*

- b. 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 alter the essential character of the same area.

*The use would be operated and maintained to be harmonious with the area. The use would be a commercial use and there will be no changes to the building. The Applicant is proposing no changes to the exterior of the building.*

- c. Will not be hazardous or disturbing to existing or future neighborhood uses.

*There has been no evidence presented to indicate the proposed use is hazardous or disturbing to existing or future neighboring uses of land.*

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

*The site is an established building within a commercial area with essential public facilities that can adequately serve the proposed use. No evidence has been provided to indicate the existing public facilities cannot accommodate the proposed Special Use.*

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

*There has been no evidence presented to indicate that the proposed use will create excessive additional public cost. The use is expected to contribute to the economic welfare of the Village.*

- f. 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.

*There has been no evidence presented to indicate that the proposed use will produce excessive traffic, noise, smoke, fumes, glare, or odors.*

- g. Will have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.

*The site has adequate existing approaches to the property that will allow for the business to the subject property to not interfere with traffic on surrounding public streets or highways, and there has been no evidence submitted to indicate that the proposed Special Use will increase traffic or parking needs in the vicinity.*

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

*There are no proposed changes to the subject property, therefore there will be no increase in the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue or relief.*

- i. Will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the Village.

*There will be no impacts to natural, scenic, or historic features surrounding the subject property.*

## **EVALUATION**

Generally, this use is required to conform to the Village of Sugar Grove Special Use Standards. The following evaluation is based on the Special Use Standards.

1. Land Use / General – The principal use is not changing. A catering facility previously occupied the building and the applicant is looking to establish another catering facility. The only change is from dormant to active use of the building.

2. Existing Conditions – The existing zoning and general use of the space containing a commercial business will not change.

3. Lots & Buildings – No changes to the lot or the existing building are proposed to accommodate the Special Use. The property owner has provided consent for the applicant to make the application for the Special Use.

4. Parking– The off-street parking that is provided is accessible via a combination of private driveways and public alley.

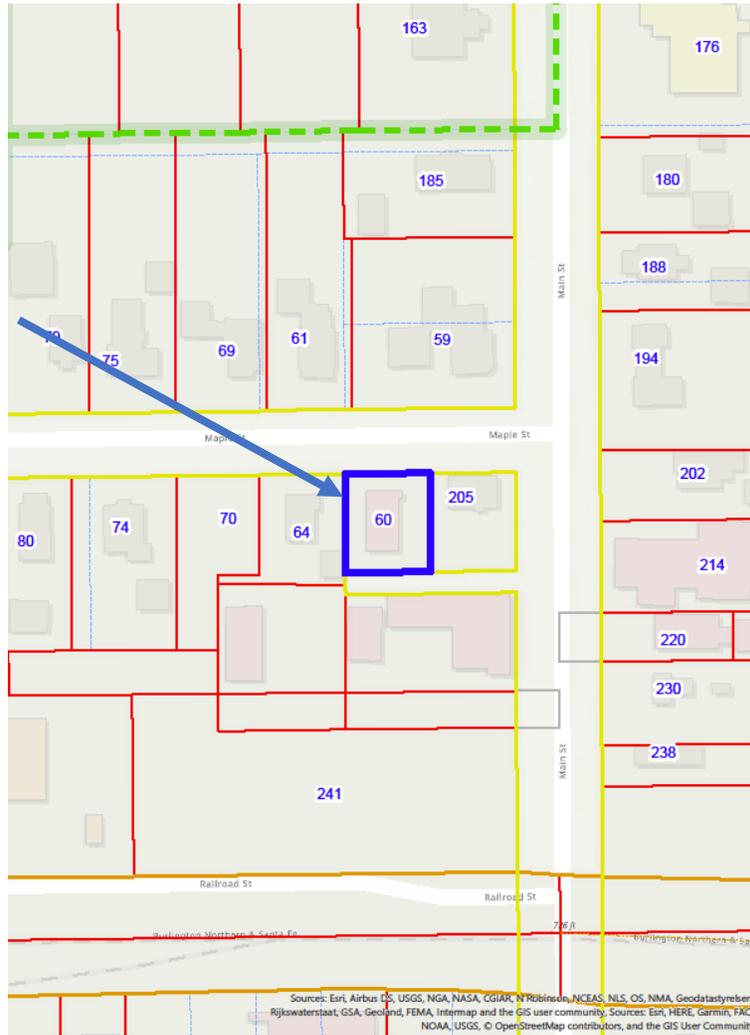
### **STAFF RECOMMENDATION**

The proposed Special Use is compatible with the surrounding businesses in the adjacent area. The proposed use has been operational in the subject property for years previously and has not interfered with the adjacent residential area.

Staff recommends the approval of the special use of a catering facility with the following conditions:

- 1.) The applicant shall apply for a building permit through the Building Division prior to any interior modifications.
- 2.) The applicant shall apply for a sign permit through the Building Division prior to any sign painting or modification.

**SUBJECT PROPERTY**



601 Heartland Drive  
Sugar Grove, Illinois 60554

[www.sugargroveil.gov](http://www.sugargroveil.gov)

Phone (630) 391-7220  
Facsimile (630) 391-7245



# PARKING PLAN

20070012

SUBJECT PROPERTY

DRIVEWAY

BUILDING

P = Parking  
 H = Handicap  
 = Parking Space

