

**ZONING, PLATTING & ADVISORY COMMITTEE (ZPAC)
January 5, 2021 – Approved Meeting Minutes**

PBZ Chairman Scott Gengler called the meeting to order at 9:00 a.m.

Present:

Matt Asselmeier – PBZ Department
Scott Gengler – PBZ Committee Chair
Brian Holdiman – PBZ Department
Fran Klaas – Highway Department (Attended Remotely)
Commander Jason Langston – Sheriff's Department (Attended Remotely)
Alyse Olson – Soil and Water Conservation District (Attended Remotely)
Aaron Rybski – Health Department (Attended Remotely)

Absent:

Meagan Briganti – GIS
Greg Chismark – WBK Engineering, LLC
David Guritz – Forest Preserve

Audience:

Valarie McClain (Attended Remotely)

AGENDA

Mr. Holdiman made a motion, seconded by Mr. Klaas, to approve the agenda as presented.

The votes were as follows:

Yeas (7): Asselmeier, Gengler, Holdiman, Klaas, Langston, Olson, and Rybski
Nays (0): None
Abstain (0): None
Absent (3): Briganti, Chismark, and Guritz

The motion carried.

MINUTES

Mr. Holdiman made a motion, seconded by Mr. Rybski, to approve the October 6, 2020, meeting minutes.

The votes were as follows:

Yeas (7): Asselmeier, Gengler, Holdiman, Klaas, Langston, Olson, and Rybski
Nays (0): None
Abstain (0): None
Absent (3): Briganti, Chismark, and Guritz

The motion carried.

PETITIONS

Petition 21-01 Rick Mason on Behalf of the Oliver-Hoffmann Foundation

Mr. Asselmeier summarized the request.

The Oliver-Hoffmann Foundation recently purchased the former bank building located at 8225 Fox River Drive in the Village of Millbrook. They would like to construct an addition to the building using the footprint of the old bank drive-thru on the north side of building. The proposed addition would be approximately one thousand one hundred ten (1,110) square feet. The maximum height is approximately twenty feet (20'), the same as the canopy of the drive-thru.

Section 13:10 of the Zoning Ordinance requires site plan review for structures on properties zoned B-2.

Kendall County has an intergovernmental agreement with the Village of Millbrook whereby the Village uses the County's Zoning Ordinance and County's ZPAC to review site plans.

The application material, site plan, drawings of the addition, and aerial were provided.

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The property is approximately two and a half (2.5) acres in size.

The Village of Millbrook's Comprehensive Plan calls for this property to be commercial.

Fox River Drive is a County maintained Major Collector Road and Whitfield Road is a Township maintained Major Collector Road.

The County has a trail planned along Fox River Drive.

There are no floodplains or wetlands on the property.

The adjacent land uses are agricultural and single-family residential.

The adjacent zoning districts are A-1 and R-3.

The Future Land Use Map calls for the area to be commercial and medium density residential.

Pictures of the property were provided.

The Millbrook Comprehensive Plan calls for a road connecting Fox River Drive and Whitfield Road north of the subject property.

Site plan information was sent to Fox Township on December 28, 2020.

Site plan information was sent to the Village of Shorewood on December 28, 2020.

Site plan information was sent to the Little Rock Fox Fire Protection District on December 28, 2020.

As noted in the description of use, the Petitioners wish to use the for organizations that care for people with disabilities.

The existing bank is approximately two thousand four hundred (2,400) square feet in size. The proposed addition is approximately one thousand one hundred ten (1,110) square feet in size. The addition consists of an approximately eight hundred sixty-five (865) square foot recreation room, an approximately one forty-two (142) square foot screened porch area, and a furnace area.

As noted in the drawing for the addition, the exterior of addition will be a brick veneer to match the existing bank building.

The property has been zoned B-2 since 1995.

Pursuant to Section 13:10.D of the Kendall County Zoning Ordinance, the following shall be taken into account when reviewing Site Plans:

Responsive to Site Conditions-Site plans should be based on an analysis of the site. Such site analysis shall examine characteristics such as site context; geology and soils; topography; climate and ecology; existing vegetation, structures and road network; visual features; and current use of the site. In addition to the standards listed below, petitioners must also follow the regulations outlined in this Zoning Ordinance. To the fullest extent possible, improvements shall be located to preserve the natural features of the site, to avoid areas of environmental sensitivity, and to minimize negative effects and alteration of natural features. Fragile areas such as wetlands shall flood plains should be preserved as open space. Slopes in excess of 20 percent as measured over a 10-foot interval also should remain as open space, unless appropriate engineering measures concerning slope stability, erosion and safety are taken. The subject property is already an improved commercial use. No additional impervious surface is planned. The proposed addition does not impact any natural features or vegetation. The Petitioners do not plan to remove any trees on the property or remove or add any landscaping.

Traffic and Parking Layout-Site plans should minimize dangerous traffic movements and congestion, while achieving efficient traffic flow. An appropriate number of parking spaces shall be provided while maintaining County design standards. The number of curb cuts should be minimized and normally be located as far as possible from intersections. Connections shall be provided between parking areas to allow vehicles to travel among adjacent commercial or office uses. Cross-access easements or other recordable mechanisms must be employed. The property already possesses access points off of Fox River Drive and Whitfield Road. The parking lot is already in existence and consists of sixteen (16) parking spaces and one (1) additional handicapped accessible parking space.

Conflicts between pedestrians and vehicular movements should be minimized. When truck traffic will be present upon the site, the road size and configuration shall be adequate to provide for off-street parking and loading facilities for large vehicles. Barrier curb should be employed for all perimeters of and islands in paved parking lots, as well as for all service drives, loading dock areas, and the equivalent. Parking lots in industrial or commercial areas shall be paved with hot-mix asphalt or concrete surfacing. No conflicts are foreseen. The proposed addition is located on the rear (north) side of the building.

Site Layout-Improvements shall be laid out to avoid adversely affecting ground water and aquifer recharge; minimize cut and fill; avoid unnecessary impervious cover; prevent flooding and pollution; provide adequate access to lots and sites; and mitigate adverse effects of shadow, noise, odor, traffic, drainage and utilities on neighboring properties. The proposed addition is located in the same location as the drive-thru for the bank and will be of the same height as the existing canopy of the drive-thru. No issues surrounding shadow, noise, odor, traffic, or utilities are foreseen.

Consistent with the Land Resource Management Plan-The proposed use and the design of the site should be consistent with the Land Resource Management Plan. This is true.

Building Materials-The proposed site plan design shall provide a desirable environment for its occupants and visitors as well as its neighbors through aesthetic use of materials, textures and colors that will remain appealing and will retain a reasonably adequate level of maintenance. Buildings shall be in scale with the ultimate development planned for the area. Monotony of design shall be avoided. Variations in detail, form, and setting shall be used to provide visual interest. Variation shall be balanced by coherence of design elements. Provided the property is developed as proposed, this should not be an issue because the proposed veneer of the addition will match the existing structure.

Relationship to Surrounding Development-A site shall be developed in harmony with neighboring street pattern, setbacks and other design elements. The proposed addition is in harmony with the existing use and neighboring uses.

Open Space and Pedestrian Circulation-Improvements shall be designed to facilitate convenient and safe pedestrian and bicycle movement within and to the property. This is not an issue.

Buffering-Measures shall be taken to protect adjacent properties from any undue disturbance caused by excessive noise, smoke, vapors, fumes, dusts, odors, glare or stormwater runoff. Incompatible, unsightly activities are to be screened and buffered from public view. The proposed addition should not cause any disturbances and will be located on the rear (north) side of the existing building.

Emergency Vehicle Access-Every structure shall have sufficient access for emergency vehicles. The property has access from Fox River Drive and Whitfield Road. Circulation already exists in the property for emergency vehicles.

Mechanical Equipment Screening-All heating, ventilation and air conditioning equipment shall be screened on sides where they abut residential districts. Not applicable.

Lighting-The height and shielding of lighting fixtures shall provide proper lighting without hazard to motorists on adjacent roadways or nuisance to adjacent residents by extending onto adjacent property. Cut-off lighting should be used in most locations, with fixtures designed so that the bulb/light source is not visible from general side view. There are two (2) light poles with single heads and six (6) light poles with double heads already on the property. There are also existing light fixtures on the building. The two (2) existing monument signs on the property will not be illuminated. No additional lighting is planned.

Refuse Disposal and Recycling Storage Areas-All refuse disposal and recycling storage areas should be located in areas designed to provide adequate accessibility for service vehicles. Locations should be in areas where minimal exposure to public streets or residential districts will exist. Screening shall be required in areas which are adjacent to residential districts or are within public view. Such enclosures should not be located in landscape buffers. Refuse containers and compactor systems shall be placed on smooth surfaces of non-absorbent material such as concrete or machine-laid asphalt. A concrete pad shall be used for storing grease containers. Refuse disposal and recycling storage areas serving food establishments shall be located as far as possible from the building's doors and windows. The use of chain link fences with slats is prohibited. No outdoor refuse disposal areas are planned.

Pending comments from ZPAC members, Staff recommended approval of the proposed site plan as proposed with the following conditions:

1. The site shall be developed substantial in conformance with the submitted site plan and building drawings.
2. The site shall be developed in accordance with all applicable federal, state, and local laws related to site development and the type of use proposed for the site, including, but, not limited to, securing the applicable building permits.

Mr. Rybski asked if there was a maximum occupancy intended for the proposed use. The Petitioner was not in attendance. Mr. Holdiman responded that the maximum occupancy would be thirty-five (35) people. Mr. Rybski noted that the well and septic systems will need to be evaluated as part of the change of use; the current well and septic system was designed for (4) people.

Mr. Gengler asked about the construction timeline. Mr. Holdiman responded that they wanted to start construction upon site plan approval.

Mr. Asselmeier noted that the Village of Millbrook's Comprehensive Plan and various County plans call for Millbrook Road to be extended north of the subject property. The Highway Department offered to pay for and have prepared the necessary documents for the right-of-way dedication. Mr. Asselmeier will contact the Petitioner to see if they are agreeable to this suggestion.

Mr. Klaas stopped attending the meeting remotely at this time (9:11 a.m.).

Mr. Asselmeier made a motion, seconded by Mr. Gengler, to approve the site plan as proposed with the conditions proposed by Staff and with a request to ask if the Petitioner is agreeable to the right-of-way dedication.

The votes were as follows:

Yeas (6): Asselmeier, Gengler, Holdiman, Langston, Olson, and Rybski

Nays (0): None

Abstain (0): None

Absent (4): Briganti, Chismark, Guritz, and Klaas

The motion carried.

REVIEW OF PETITIONS THAT WENT TO COUNTY BOARD

Mr. Asselmeier stated that Petition 20-01 concerning text amendments to the Zoning Ordinance pertaining to recreational vehicle parks and campgrounds passed at the County Board. Mr. Asselmeier also noted that the sale of the Hide-A-Way Lakes Campground had closed. If the new owner wanted to pursue changes to the special use permit, the new regulations would apply to that application.

Mr. Asselmeier stated that Petition 20-23, vacating certain easements on lots 35, 36, and 37 in Grove Estates passed at the County Board.

Mr. Asselmeier reported that Petitions 20-24 and 20-25 concerning Grainco FS' property on Wabena Avenue passed at the County Board.

OLD BUSINESS/NEW BUSINESS

Mr. Asselmeier reported that the Kendall County Regional Planning Commission's Annual Meeting is Saturday, February 6, 2021, at 9:00 a.m.

Mr. Klaas returned to the meeting by remote attendance at this time (9:14 a.m.).

CORRESPONDENCE

None

PUBLIC COMMENT

None

ADJOURNMENT

Mr. Holdiman made a motion, seconded by Commander Langston, to adjourn.

The votes were as follows:

Yeas (6): Asselmeier, Gengler, Holdiman, Langston, Olson, and Rybski

Nays (0): None

Abstain (1): Klaas

Absent (3): Briganti, Chismark, and Guritz

The motion carried.

The ZPAC, at 9:16 a.m., adjourned.

Respectfully Submitted,
Matthew H. Asselmeier, AICP, CFM
Senior Planner